

REQUEST FOR PROPOSAL (RFP)

RFP No.: CVS-16-056

Issue Date: March 15, 2016

Title: **Domestic Violence Prevention and Services Programs**

Commodity Code: 95221, 95278

Location: Statewide

Initial Contract Period: July 1, 2016 – June 30, 2017

Proposal Due Date and Time: April 25, 2016 (5:00 P.M.)

Issuing Agency: Commonwealth of Virginia
Department of Social Services
Division of Community and Volunteer Services
801 East Main Street, 15th Floor
Richmond, VA 23219-3301

Sealed Proposals for furnishing the services described herein will be received subject to the conditions cited herein until the Proposal Due Date and Time shown above. **Proposals received after that time will not be considered.** Send or hand-deliver all proposals directly to the issuing agency shown above. **Do not fax or e-mail.**

All Inquiries For Information Should Be Directed To: Brian Craig Phone: (804) 726-7180

In Compliance With This Request For Proposal And To All The Conditions Imposed Therein And Hereby Incorporated By Reference, The Undersigned Offers And Agrees To Furnish The Goods/Services In Accordance With The Attached Signed Proposal Or As Mutually Agreed Upon By Subsequent Negotiation. Please complete the yellow cells of the table below.

▲ Name of Organization	▲ Date of Signature
▲ Address #1	▲ Signature in Ink
▲ Address #2	▲ Type/Print Name of Signatory
▲ City/State/Zip	▲ Title of Signatory
▲ E-Mail Address	▲ Phone
CVS-16-059	()
▲ RFP No.	▲ FAX

An **optional** pre-proposal conference will be held on March 25, 2016 at Virginia Department of Social Services, Central Regional Office, 1604 Santa Rosa Road, Suite 130., Richmond, VA 23229-5008, from 1:00 P.M. to 3:00 P.M. (see Appendix IV for details).

Note: This public body does not discriminate against faith-based organizations in accordance with the Code of Virginia, § 2.2-4343.1 or against an applicant because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment.

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I. PROGRAM DESCRIPTION

In 1982 the Virginia Department of Social Services (VDSS) began working with the statewide domestic violence coalition and local domestic violence programs to promote effective and supportive services to victims of domestic violence in communities across the Commonwealth and in 2005, the Office of Family (OFV) Violence was created.

Over the years, new domestic violence programs have been developed, meeting new or expanded needs of specific communities while other programs have found it necessary to close their doors. Funds provided through this solicitation are intended to support local efforts to provide community-tailored domestic violence services to victims and their children. However, these funds are not sufficient to fully provide even the basic services in every area. Strong local domestic violence programs must obtain funding from a broad base of federal, state and local sources to fully address local needs. Most of the grant-funded domestic violence programs have developed a balanced blend of funding sources that has offered financial stability throughout difficult economic times.

Through this single solicitation, funding from multiple streams will be distributed. Each recipient of a sub-grant award (Sub Applicant agency) will receive funding for the period July 1, 2016 through June 30, 2017 from each of the following sources. Please note that VDSS is no longer administering the Victims of Crime Act (VOCA) domestic violence funds.

Funding Source	Funding Description
VFVPP	The Virginia Family Violence Prevention Program is general and non-general funds appropriated by the Virginia General assembly for the provision of domestic violence services. (Using SSBG funds CFDA 93.667)
FVPSA	The Family Violence Prevention and Services Act (CFDA 93.671) is a federal funding source. Funds are awarded to Virginia for the provision of shelter and services for victims of domestic violence.
TANF	Temporary Assistance for Needy Families (TANF) (CFDA 93.558) is a federal block grant intended to assist low-income families achieve self-sufficiency. The funds are authorized by the General Assembly of Virginia.
State General Funds	State General Funds are funds appropriated by the Virginia General Assembly for the provision of domestic violence services.

For the state fiscal year (SFY) 2016, a total of \$9,730,921 was administered through the Domestic Violence Prevention and Services Program grant and awards were made to 51 organizations and local governments. VDSS has not yet received final notification of funding levels for FY 2017. Due to changes in the administration of the domestic violence portion of Virginia's VOCA fund, a decrease of approximately \$3 million is expected.

A. Purpose Areas

The intent and purpose of this Request for Proposals (RFP) being issued by the VDSS, is to solicit sealed proposals to establish contracts through competitive negotiation for the purchase of services through public and private non-profit, incorporated agencies and organizations in Virginia.

In SFY 2017, funds under this solicitation may be used for the following purposes:

1. To provide comprehensive services:
 - a. Direct crisis services to victims of domestic violence which includes, but is not limited to: hotline services, crisis intervention, transportation, safety planning and access to shelter available 24 hours per day to victims of domestic violence who are in imminent danger;
 - b. Ongoing services for adults and their children who have experienced domestic violence which includes but is not limited to: providing enhanced advocacy, information and referrals to community-based services, court advocacy, support groups and accompaniment to assist victims;
2. To provide services on a voluntary basis and through a trauma-informed method of care;
3. To provide outreach, education and services to underserved populations;
4. To educate the community and stakeholders on the prevalence and effects of domestic violence in locality/localities served;
5. To develop community collaborations to improve outcomes to victims of domestic violence;
6. To provide primary or secondary domestic violence prevention strategies; and
7. To provide services to underserved populations including, but not limited to, services that are culturally and/or population specific.

B. OFV Priority Areas

OFV has established two priorities for the distribution of these funds and proposals should reflect both. Priority areas include:

1. Proposals that provide comprehensive services to victims of domestic violence and their children. *Applicants must demonstrate that their program contributes to a full spectrum of domestic violence services as defined in Section I.A.1 above.*

2. Proposals that provide services to underserved populations including, but not limited to, services that are culturally and/or population specific. *Applicants must include service provision to at least one specific underserved population.*

C. Supplemental information related to Domestic Violence Prevention and Services

1. Trauma Informed Services

Trauma-informed care consists of services provided through a lens of trauma (damage or distress caused to the victim). It requires everyone within an organization to have a basic understanding of trauma and how trauma impacts survivors, as well as understanding trauma triggers. It also means implementing services to address the impact of violence and trauma on people's lives. Finally, a trauma-informed approach is one that is sensitive and respectful, responds to traumatized survivors with support, and consciously seeks to avoid re-traumatization. It is critically important that trauma-informed services strive to do no harm.

A characteristic of a traumatic experience is that it normally overwhelms an individual mentally, emotionally, and physically and is categorized by feelings of:

- intense fear
- helplessness
- loss of control
- threat of annihilation.

Traumatic events may also create changes in physiological arousal, emotion, cognition, and memory.¹

Implementing services that are voluntary, i.e. not requiring clients to participate in certain services in order to receive other services, is required by this grant and is one aspect of providing trauma-informed services. However, trauma-informed care goes beyond voluntary services. Some other characteristics of trauma-informed care include: services that focus on the individual in the context of their life experiences; facilitation of growth, healing recovery and resilience; emphasizing emotional and physical safety as well as trust; minimizing the power imbalance between survivor and advocate as much as possible so they may work in a partnership environment; and a program that is culturally competent and sensitive.

*The OFV is committed to supporting programs in their efforts to provide trauma-informed care; therefore, each applicant **must** include a clear description of how their organization and services embrace the provision of a trauma-informed method of care for victims of domestic violence.*

¹ (Source: Ohio Domestic Violence Network, Trauma-Informed Care)
http://www.ncdsv.org/images/ODVN_Trauma-InformedCareBestPracticesAndProtocols.pdf

2. Primary and/or Secondary Prevention Services:

There is a great need for proactive strategies to prevent domestic violence in Virginia. The Office of Family Violence supports a public health approach to prevention of domestic violence. The public health approach is comprehensive, data-informed, and encourages the entire community to prevent domestic violence.

Public health prevention efforts are generally divided into three different categories, depending on when the intervention occurs. Efforts may occur across multiple categories simultaneously.

a. Primary Prevention: Before the Problem Has Begun

The goal of primary prevention is intervene before violence has occurred. This is done by changing the social norms that allow and condone violence. To do this, it is necessary to understand the influences and conditions that contribute to the occurrence. The Center for Disease Control's (CDC) social ecological model includes four levels: individual, relationship, community, and society. Primary prevention strategies that work across different levels, and include multi-level programs, are the most effective in changing these norms.

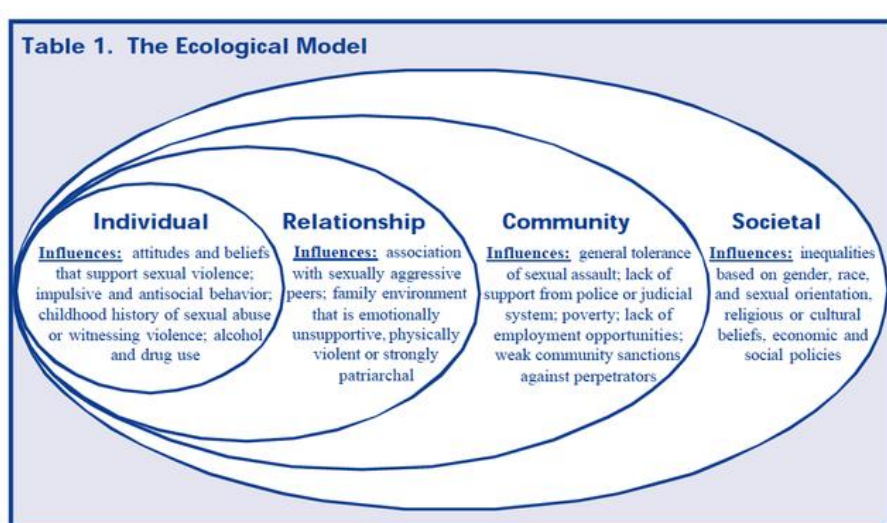


Image source: <http://www.cdc.gov/violenceprevention/pdf/SVPrevention-a.pdf>

Primary prevention strategies aim to decrease risk factors that put people at risk for victimization and perpetration and to increase protective factors that protect them from harm. More information about risk and protective factors and the social ecological model can be found [on the CDC website](http://www.cdc.gov/violenceprevention/pdf/SVPrevention-a.pdf).

b. Secondary Prevention: Once a Problem Has Begun

Secondary prevention efforts consist of immediate responses after violence has occurred to deal with short-term consequences. The goal of secondary prevention is to intervene as soon as possible to prevent the problem from recurring or progressing. Examples of secondary prevention efforts include provision of shelter, assistance in obtaining an order of protection, and safety planning.

c. Tertiary Prevention: Responding Afterwards

Tertiary prevention efforts take place long after domestic violence has occurred. The goal of tertiary prevention is to minimize the impact of victimization and restore health and safety as soon as possible. Tertiary prevention can include activities such as support groups for victims or batterer intervention for perpetrators.²

*The OFV is committed to supporting programs in their efforts to provide primary prevention; therefore, each applicant choosing to include this in their work plan **must** include steps to demonstrate organizational readiness to make the paradigm shift from providing secondary and tertiary prevention services to implementing primary prevention strategies.*

More can be read about building organizational capacity for prevention [here](#).

There are a number of assessment tools available to help programs determine the needs and resources, needed to conduct primary prevention.

- [Virginia's Guidelines for the Primary Prevention of Sexual and Intimate Partner Violence](#).
- [Ohio Network's Primary Prevention Capacity Assessment Tool](#)
- [DELTA Action Planning Workbook](#)

3. Community Collaboration:

A community collaborative is the joint effort of people, organizations and stakeholders working to improve outcomes for victims of domestic violence and their children. Collaborative community responses to domestic violence result in improved communication between organizations which should translate into improved services across all systems. These efforts reach beyond the capacity of any individual member or organization and may increase the success rate of shared goals. A community collaboration can be a means of identifying and implementing continuous improvements and innovations to create sustainable change in addressing family violence.

² (Source: Prevention Primer for Domestic Violence, 2008) http://www.vawnet.org/applied-research-papers/print-document.php?doc_id=1313

Community collaboration can take on different roles based on the original purpose. Some community collaboration teams exist to respond to a crisis (fatality review teams, domestic violence/sexual assault response teams), other teams exist to improve services (coordinated community response teams and multi-disciplinary teams) while even others form to improve collaborative prevention efforts (prevention councils).

Building an opportunity to create change and to have honest, often sensitive conversations takes a high level of commitment from all partners. In some communities, more success may be found when a staff person is able to dedicate a specific amount of time to addressing the team's goals between meetings, to building common understanding of the issues, to inviting the participation of consultants or trainers and to continually drive the team.

*The OFV is committed to supporting programs in their efforts to provide community collaboration; therefore, each applicant choosing to include this in their work plan **must** demonstrate a well-developed plan that justifies the need for the community collaboration, shows the organization's ability to enlist stakeholders and establishes the desired outcome of the collaborative group.*

Additional information on how to build community collaboration may be accessed to help your program with this project.

- [Prevention Institute's The Eight Steps to Effective Coalition Building](#)
- [Violence Against Women's Advocacy In a Coordinated Community Response: Overview and Highlights of Three Programs](#)

4. Underserved Populations

OFV supports services, as a requirement in this RFP, to the many and varied populations who are traditionally considered underserved (underserved, unserved, inappropriately served). These are populations that are inadequately served and who experience barriers related to access to prevention and intervention resources. The term "underserved populations" includes the following:

- African American community
- Hispanic community
- Other immigrant population
- LGBTQ community
- People with disabilities
- People living in rural areas
- Elder population
- Human trafficking victims

In some circumstances, these populations may be overrepresented in service statistics yet remain underserved because their needs are not adequately met.

Underserved populations experience domestic violence differently than the general population which translates into barriers to victims' access to support and services, and a greater impact on their overall health and well-being.

Commonalities among underserved populations include:

1. the occurrence of domestic violence at rates equal to or greater than the general population;
2. systemic and cultural barriers to accessing victim and survivor services including denial of services and/or not being able to access services due to geographic inaccessibility, linguistic barriers, lack of physical access to facilities/services, mistrust of law enforcement, fear of deportation, and/or lack of culturally sensitive services;
3. the severity of sexual and domestic violence is minimized and unrecognized within the populations themselves and among the services and systems that are designed to respond which may lead to isolation from family and community and a lack of a support system;
4. less funding for services relative to mainstream domestic violence services;
5. greater economic and employment issues due to language barriers, lack of education, etc.; and
6. compounded barriers to accessing services, when individuals identify with two or more underserved populations.³

In order to formulate a feasible plan to provide fully welcoming and accessible services to underserved victims of domestic violence, applicants should address:

1. the method used to identify underserved population(s) (i. e., needs assessments, locality statistics, population census vs. agency data demographics, etc.);
2. the desired outcome (desired change/improvement);
3. the identified barriers or the key concerns for the population; and
4. the steps needed to be taken to alleviate barriers (i.e., staffing changes, outreach plan/tools, community collaborations, Board support/participation, etc.).

It is not enough that an organization serves members of an underserved population (e.g., shelter services, support groups for racial or ethnic population). It should provide culturally competent services designed to meet the specific needs of the target population. In order to do this, it should

³ (Source: Disparities in Prevalence, Access to Services and Outcomes for Sexual and Domestic Violence Survivors from Five Underserved Populations, 2013), <http://www.mass.gov/eopss/docs/oqr/justiceprev/massvawa-disparities-survivors-report-sept2013.pdf>

require training for staff, board members and volunteers. The agency should hire staff that represents the identified underserved population. And it should reach out into the community to build relationships that inform the underserved populations that the services offered are specifically tailored to them.

*The OFV upholds the principle that all people have the right to equality of services and is committed to supporting programs in their efforts to reach underserved populations; therefore, each applicant **must** include a clear description of how their services will be explicitly offered to their identified underserved population(s).*

Additional information regarding identifying and serving underserved population may be found at only at:

- [State of Nebraska's Domestic Violence/Sexual Assault Services Outreach Plan](#)
- [State of Virginia's Identifying and Engaging Underserved Populations](#)
- [Virginia Partnership for Community Defined Solutions to Violence Against Women: GEAP Projects 2014-2015 Virginia Statewide Needs Assessment on Underserved Victims of Sexual & Domestic Violence](#)

5. Culturally and/or Population Specific

Advocates report that survivors are more inclined to seek services from organizations that are familiar with their culture, language and/or background and that there should be no “one size fits all” approach to adequately address their critical needs. Culturally specific community-based organizations are more likely to understand the complex, multi-layered challenges and obstacles that victims from their communities face when attempting to access services. Culturally specific community-based organizations are also better equipped to form essential relationships and engage their communities in the creation and implementation of services that are relevant to the diverse and unique needs of the victims. In order to achieve this goal of offering culturally and/or population specific services including services to underserved populations, an agency may consider the following strategies.

- Increase their communities' capacity to provide culturally specific resources and support for victims and their children
- Work in cooperation with the community to develop education and prevention strategies that address culturally specific issues
- Provide culturally specific resources and services that address safety, economic, housing and workplace needs including emergency assistance

- Provide culturally specific programs for children exposed to domestic violence
- Work with the criminal justice system by providing culturally specific training/resources to law enforcement, courts, prosecution, probation, victim witness and correctional facilities
- Examine the dynamics of culture and its impact on victimization and healing.

*The OFV is committed to supporting programs in their efforts to provide culturally and population specific services; therefore, each applicant choosing to include this in their work plan **must** include opportunities for culturally specific community-based organizations to address the critical needs of victims of domestic violence in a manner that affirms a victim's culture and effectively addresses language and communication barriers.*

Resources to enhance your organization's efforts in providing culturally specific programs for victims of domestic violence and their children may be found at the online link below.

- [National Online Resource Center on Violence Against Women](#)
-

II. State Grant Award Information

A. Award Period

The contract period is for 12 months with the possibility of two consecutive one (1) year renewals. The initial award period will begin July 1, 2016 and end June 30, 2017. The budget (Attachment D.1) and work plan (Attachment C.1) should reflect services provided for the initial 12-month period.

B. Eligibility Information

Applicants may submit only one proposal per agency in response to this RFP. Eligible applicants must be incorporated nonprofit organizations or local governments in Virginia providing comprehensive domestic violence services. For all non-profit organizations, proof of an IRS 501(c)3 designation is required at the time of application.

C. Award Amounts

VDSS will no longer administer the VOCA domestic violence funds; due to the subsequent funding reduction and the restructuring of this solicitation, awards made from this solicitation will not exceed the maximum amount of \$150,000.

The Department of Criminal Justice Services (DCJS) will be administering the VOCA funds. A separate application must be submitted to DCJS in order to receive VOCA domestic violence funds. Access the online application at <http://www.dcjs.virginia.gov/grants/>.

D. Unallowable services/expenses:

1. Administrative costs (indirect cost rates may be used).
2. Batterer intervention
3. Fundraising
4. Inpatient treatment services;
5. Purchase of real property;
6. Construction/property improvement;
7. Contract services without prior permission;
8. Lobbying/administrative advocacy; and
9. Research

Additional restrictions are listed in the Virginia Department of Social Services FY 2017 Program Guide for Allowability of Costs – Appendix II.

III. STATEMENT OF NEEDS

Applicants are required to propose services that address the full spectrum of services benefiting victims of domestic violence and their children and the identification of and provision of services to underserved populations. Other services such as primary and/or secondary prevention, community collaboration efforts, or culturally and/or population specific services may also be provided.

A. Funding Requirements:

The federal and state funds available for distribution have numerous obligations. Please note that all applicant agencies shall be required to:

1. Comply with all federal and state laws;
2. Collect statistical information on services provided and enter it into the Virginia Data Collection Project (www.VAdata.org) on a daily basis;
3. Budget only for costs and expenses necessary for the performance of grant activities;
4. Ensure that services to victims and their children are:
 - Provided free of charge and regardless of income
 - Provided on a voluntary basis
 - Trauma-informed
 - Culturally and linguistically appropriate
 - Accessible and provided to underserved populations
5. Protect the confidentiality of client information;
6. Display Civil Rights/Equal Employee Opportunity information;
7. Prohibit discrimination per Federal regulations;
8. Maintain a grievance policy that outlines the procedures for the complaint process for bullying and/or harassment for the LGBTQ population;
9. Maintain time and attendance records for all grant-funded staff;
10. Utilize volunteers;

11. Provide match, cash or in-kind: 20% for established programs, 35% for new programs (new to this funding stream); and
12. Register with the System for Award Management (SAM) and have a DUNS number. http://www.grants.gov/applicants/org_step2.jsp

Additional requirements are listed in Section VIII, General Terms and Conditions, Section IX, Special Terms and Conditions, and all Assurances listed in Attachment E.

B. Federal Outcome Measures

The Family Violence Prevention and Services Act (FVPSA), a program of the US Department of Health and Human Services, requires each state to collect data from the local domestic violence programs regarding the outcomes of services. This project, “Documenting Our Work” (DOW), developed by the National Resource Center, uses data to evaluate domestic violence services and how services provided are helpful to the victims. Subgrantee agencies are required to participate in DOW by distributing and collecting the most current Shelter Survey and Community-Based Services Survey forms in order to provide results for federally required outcome measures. This process is entirely based on the written feedback of those clients being served in local programs.

Objectives or outcomes are specific measurable statements of the desired immediate or direct outcome of a program, which support the accomplishment of a goal. Well-formulated objectives reflect changes in knowledge, attitudes, skills, and/or behaviors that are the direct result of specific activities.

Federal outcome measures are:

1. As a result of contact with the domestic violence program, at least 75% of domestic violence survivors will have strategies for enhancing their safety.
2. As a result of contact with the domestic violence program, at least 75% of domestic violence survivors will have knowledge of available community resources.

C. Statewide Outcome Measures

Beginning in FY 2015, OFV implemented new statewide domestic violence outcomes. Information gleaned from the outcome report can be used to strengthen and inform program practice, policy and research as well as to encourage agency accountability to survivors and their children. Subgrantee agencies are required to participate in DOW by distributing and collecting the most current Shelter Survey and Community-Based Services Survey forms in order to report on the following outcomes that will be calculated and reported via the VDSS Outcome Report on VAdat. Subgrantees forward all completed forms to be entered into VAdat by a neutral third part. The data is then available to the subgrantee in an aggregate format.

The first six of the seven new outcomes listed below will be measured with client feedback provided through DOW surveys. The seventh outcome will be measured from the subgrantee's input into the VAdat Community Engagement Form and will, therefore, be available for reporting by the subgrantee agencies to VDSS along with other program specific information. The intent of the outcomes is to measure the impact of domestic violence services on the lives of the clients receiving these services and of the program's efforts to educate their community on the issue of domestic and sexual violence. The state's outcomes and outcome measures are:

1. Survivors of domestic violence know more about domestic violence and its impact.
 - a. % of clients responding to the DOW survey who report that because of services received, they know more about sexual and/or domestic violence and its impact.
2. Survivors of domestic violence know more about the resources in their community available to them.
 - a. % of clients responding to the DOW survey who report that because of services received, they know more about community resources
3. Survivors of domestic violence are safer
 - a. % of clients responding to the DOW survey who report that because of services received, they know more ways to plan for their safety.
4. All survivors receiving services are welcomed and respected.
 - a. % clients responding to the DOW survey who identify as being from an underserved population who also report feeling welcomed and respected.
5. Survivors have power over their lives
 - a. % of clients responding to the DOW survey who report that because of services received, they know how to take their next steps.
 - b. % of clients responding to the DOW survey who report that they could accept or not accept the services offered to them.
6. Children exposed to domestic violence are emotionally healthy
 - a. % of clients with minor children responding to the DOW survey who report that because of services received, their children know that it's okay to talk about their experiences with violence.
 - b. % of clients with minor children responding to the DOW survey who report that because of services received, they feel that their children are having more positive interactions with others.
7. The community knows more about domestic violence (measured from subgrantee agency input into the VAdat Community Engagement Form)
 - a. % of community members attending trainings and presentations who report that they learned new information that will help them identify and respond to sexual and/or domestic violence.

D. Local Outcome Measures

Applicants are encouraged to develop outcomes that are specific to their local services and are reflective of the activities planned for the contract period. Local outcomes should be clearly explained and included in the Evaluation Section of the Narrative as well as the work plan. Local outcomes must have a defined method of being measured.. If the federal and/or statewide outcomes clearly demonstrate the success of services described in the work plan, then they may be used in lieu of, or in addition to local outcome measures.

E. Protective Factors Outcomes

As part of a system that provides services to families, it is important that each subgrantee be aware of how their work impacts families and improves the protective factors proven to be vital for success. The following protective factor outcomes are connected to the work of every domestic violence program and are reported on the VAdat report titled “VDSS Outcome Report”. The outcome measures may be used in the proposed work plan or as a discussion tool the subgrantee may utilize to analyze the impact of their services on the families they serve.

1. Parents receiving services improve parental resilience (Supports Parental Resilience)
2. Clients report improvements in their social connections because of help they received. (Supports Social Connections)
3. Clients report improvement in their concrete supports in times of need. Parents’ knowledge of parenting and child development improved. (Supports Concrete Support in Times of Need)
4. Children’s social and emotional competence improved as reported by the Parent. (Supports both the Knowledge of Parenting and Child Development and Social and Emotional Competence of Children)

F. Linking Outcomes to Work Plan

1. Sub grantees are encouraged, but not required, to incorporate the federal, state and protective factor outcomes into their work plans. The outcome measures are available in a VAdat report for your agency’s use and reporting purposes.
 2. Outcomes in the work plan should address client/community needs expressed in the Narrative Section with the desired changes/improvements clearly thought out and explained.
 3. The evaluation of activities, outputs and outcomes is an important component in a program’s overall success. Success should be well-defined in the narrative section and then connected to the work plan by providing specific outcomes and targeted outcome measures as well as the evaluation method.
-

IV. PROPOSAL PREPARATION AND SUBMISSION INSTRUCTIONS

A. General Instructions

In order to be considered for selection, Applicants must submit a complete response (proposal) to this RFP including one (1) original and five (5) copies. The original shall be clearly marked. In addition, Applicants must submit one (1) complete, signed and scanned proposal (not individual documents) on an unprotected CD or jump drive that must be labeled with the RFP number and the name of the Applicant.

1. No other distribution of the proposal shall be made by the Applicant. The signed proposal should be returned in a separate envelope or package, sealed and identified as follows:

▲ Name of Organization	▲ Date of Signature
▲ Address #1	▲ Signature in Ink
▲ Address #2	▲ Type/Print Name of Signatory
▲ City/State/Zip	▲ Title of Signatory
	()
▲ E-Mail Address	▲ Phone
CVS-16-059	()
▲ RFP No.	▲ FAX

The envelope or package should be hand delivered or mailed to:

*Division of Community and Volunteer Services
Attn: Debbie Tomlinson
Virginia Department of Social Services
801 East Main Street, 15th Floor
Richmond, VA 23219-3301*

2. If mailed, the Applicant takes the risk that the envelope, even if marked as described above, may be inadvertently opened and the information compromised which may cause the proposal to be disqualified. No other correspondence or other proposals should be placed in the envelope or package.
3. Proposal Preparation:
 - a. Proposals shall be signed by an authorized representative of the applicant agency. All information requested should be submitted. Failure to submit all information requested may result in VDSS requiring prompt submission of missing information and/or giving a lowered evaluation of the proposal. Proposals which are substantially incomplete or lack key information may be

rejected by VDSS. Mandatory requirements are those required by law or regulation or are such that they cannot be waived and are not subject to negotiation.

- b. Proposals should be prepared simply and economically, providing a straightforward, concise description of capabilities to satisfy the requirements of the RFP. Emphasis should be placed on completeness and clarity of content that addresses every component of proposal instructions. Proposals should be written in a manner that does not presume a high knowledge of domestic violence on the part of the reviewers.
- c. Proposals should be organized in the order in which the requirements are presented in the RFP. All pages of the proposal should be numbered. The proposal should include a table of contents which cross-references the RFP requirements. Unless requested, no other attachments should be submitted.
- d. As used in this RFP, the terms "must", "shall", "should" and "may" identify the criticality of requirements. "Must" and "shall" identify requirements whose absence will have a major negative impact on the suitability of the proposed solution. Items labeled as "should" or "may" are highly desirable, although their absence will not have a large impact and would be useful, but are not necessary. The inability of an Applicant to satisfy a "must" or "shall" requirement does not automatically remove that Applicant from consideration; however, it may seriously affect the overall rating of the Applicant's proposal.
- e. Proposals must be typed, double spaced on 8.5" x 11" paper using font size no smaller than 12 point. Each copy of the proposal should be contained in a single volume where practical. All documentation submitted with the proposal should be contained in that single volume. The use of paperclips, staples or rubber bands does not meet this requirement. The use of a large binder clip is the preferred method.
- f. Ownership of all data, materials, and documentation originated and prepared for the State pursuant to the RFP shall belong exclusively to the State and be subject to public inspection in accordance with the *Virginia Freedom of Information Act*. Trade secrets or proprietary information submitted by an applicant shall not be subject to public disclosure under the *Virginia Freedom of Information Act*; however, the applicant must invoke the protections of § 2.2-4342F of the *Code of Virginia*, in writing, either before or at the time the data or other material is submitted. The written notice must specifically identify the data or materials to be protected and state the reasons why protection is necessary. The proprietary or trade secret material submitted must be identified by some distinct method such as highlighting or underlining and must indicate only the specific words, figures, or paragraphs that constitute trade secret or proprietary information. The classification of an entire proposal document, line item prices, and/or total proposal prices as

proprietary or trade secrets is not acceptable and will result in rejection of the proposal.

- g. Oral Presentation: Applicants who submit a proposal in response to this RFP may be required to give an oral presentation of their proposal to VDSS. This provides an opportunity for the applicant to clarify or elaborate on the proposal. This is a fact finding and explanation session only and does not include negotiation. VDSS will schedule the time and location of these presentations. Oral presentations are an option of VDSS and may or may not be conducted.

B. Specific Proposal Instructions

Proposals should be as thorough and detailed as possible so that the evaluation panel may properly evaluate the applicant's capabilities to provide the required goods/services. Applicants are required to submit the following items as a complete proposal, in the order listed:

1. The RFP cover sheet and all addenda acknowledgments, if any, signed and completed.
2. RFP Checklist / Table of Contents with page numbers (Attachment G)
3. Domestic Violence Program Information Form (Attachment A)
4. Additional Agency Information forms (Attachments B1 – B5)
5. Statistical reports: (Currently funded programs run and attach a VAdata report titled VDSS Domestic Violence Program for the period July 1, 2014 to June 30, 2015). All others attach a statistical report for services provided for the same time period.
6. Project Narrative –

a. Introduction: (3 pages maximum)

Outline your organization or agency by describing the following:

i. Agency Description:

- Briefly describe the purpose of your agency, your agency's mission statement and the year of establishment.
- Describe the types of services currently being offered (if a new agency, please also elaborate on the number of clients served in the 12-month period as reflected in your attached statistical report).

ii. Project summary:

- Provide a brief description of your proposed project that includes the target populations/localities to be served and services to be provided. These must include services to victims of domestic violence and their children, including underserved populations, but may also include primary and secondary prevention services, culturally and/or population specific services, or community collaboration efforts.

iii. Agency Qualification:

Describe your agency's experience with similar projects and managing federal/state/local funds, your agency's area of expertise in regard to the proposed activities, and your agency's organizational capacity to manage the grant funds.

b. Description of Needs/Problem Statement: (4 pages maximum)

- i. Provide a statement of need for the proposed activities in each of the localities you identify as being a part of your service area by focusing on each unique community. Describe in a detailed manner the needs of victims and children that will be addressed (not the applicant organization's or agency's needs).
- ii. Include needs of underserved populations in your service area, how they were identified as well as how you intend to provide services to them.
- iii. Support your service area's needs with local statistical data; i.e., as evidenced by the data from your agency's service provision, statistics from law enforcement, hospitals, community partners, schools, local departments of social services, homicide statistics, etc.
- iv. Describe the current or proposed relationships/collaborations with stakeholders in your service area regarding domestic violence such as direct services, serving on committees/task forces, sharing office space with partnering agencies, satellite offices, and/or cross-trainings, etc.

c. Program Goals and Objectives: (5 pages maximum)

- i. Explain in a clear and succinct manner, your agency's project plan, staff needed for implementation and the specific services you intend to provide in each of your proposed service areas with this funding in clearly measurable terms.

- ii. The project's work plan and budget should be linked to and support the activities that are described in this section. Project goals should define the overall direction of a program as well as state what is to be accomplished. Goals are measurable statements of the desired impact of the program and typically address changes in actual behaviors, such as decreased victimization, increased community involvement or improved safety and well-being.
- iii. Identify at least one objective for each problem or need committed to in the problem statement (objectives are outcomes.)
- iv. Work plans will detail the activities and services to be performed that will result in a measurable outcome. Use only the Work plan to elaborate on what your program will do to meet the objectives, rather than including this information in the narrative. Consider how your work plan will connect to the outcomes listed in Section III. (Work plan attachments do not count in the page limitations.)
- v. Identify any best or promising practices to be used in the program.

d. Evaluation: (2 pages maximum)

Present a plan for determining the degree to which the program objectives/outcomes (described above) will be met:

- i. Present a plan for evaluating accomplishment of program objectives
- ii. Present a plan for evaluating and modifying methods over the course of the program
- iii. Present a plan for establishing the criteria for success
- iv. Present a plan to ensure the agency has capacity to do daily data collection/data entry in VAdata
- v. Describe how data will be analyzed
- vi. Present a plan for client's completion of the DOW surveys

7. **Work plans** (Attachment C.1): Complete the Activities/Outcomes Work plan forms to describe the project details on Attachment C.1 The work plan should clearly outline all of the grant funded work being conducted by the agency staff and volunteers. Copy Attachment C.1 as needed. Instructions for completing the work plans are listed with the attachments. (*Attach any evaluation tools referenced in the work plan.*)

8. **Budget** (Attachment D.1): Complete all pages accordingly in the Excel Workbook outlining the proposed budget. All applicants must complete a Budget workbook (Attachment D.1). Instructions for completing the Budget are located on the 1st tab of the Excel Workbook which should be reviewed before entering any information in the document.

- a. **Indirect Cost Rate Agreement (if applicable)**

Applicants may elect to charge a de minimis rate of 10% of modified total direct costs

Applicants with a federally-approved indirect cost rate agreement of over 10% must include as a separate attachment, a copy of a current, signed rate agreement.

Indirect costs, if used, are included in the budget total.

Budget Narrative (Attachment D.1): A budget narrative is also a requirement and the template is located on the last tab of the budget workbook. Use this worksheet to justify all proposed expenditures by explaining the cost, how the costs were determined and calculations to support the expense. The cell for the narrative description will expand to accommodate all explanations and they should, therefore, be as comprehensive as possible. *All requested costs must be linked to the program goals and objectives. Not doing so could result in individual line item requests not being approved.*

Instructions for the Budget Narrative are located on the first tab with all other Budget Instructions (Attachment D.1).

9. **Additional Attachments**

- a. A letter from the agency head, finance director, or treasurer indicating that the agency understands that this is a reimbursable grant and that the agency has sufficient funds available to cover three months of expenses prior to reimbursement. If your agency does not have three months, then a plan of action must be submitted to provide how you will ensure upcoming expenditures will be covered within required time frames.
 - b. Cooperative Agreements that demonstrate a commitment and collaboration with other agencies in the community that reflect the services specifically provided through your work plan. (if applying for Community Collaboration funds)
 - c. Organizational Assessment (if applying for Primary Prevention funds)
 - d. Indirect cost rate agreement. (if applicable and if using a rate higher than the 10% de minimus rate)
 - e. Organizational chart that clearly shows all existing and proposed positions listed in the budget and work plan.

- f. Job Descriptions and qualifications for each position listed in the budget and work plan.
 - g. Signed Authorization / Certifications / Assurances (Attachment E)
 - h. Semi Annual progress reports from the period ending December 31, 2014 and June 30, 2015 – (currently funded programs)
 - i. Copy of most recent audit or financial statement.
 - j. W-9 Form (Attachment F).
 - k. 501 (C)3 Certification from the IRS (non-profit applicants only)
 - l. List of Current members of the Board of Directors (non-profit applicants only).
 - m. One complete copy of the RFP must be returned with the original proposal (omit the attachments and appendixes).
-

V. EVALUATION OF APPLICATION AND AWARD CRITERIA

A. Evaluation Criteria

Proposals will be evaluated by a multidisciplinary panel of individuals who have expertise in areas such as domestic violence, family violence, contract management, program development, and other related fields of experience. The evaluation panel will make programmatic and budgetary recommendations for contract awards. To be considered for funding, proposals must first meet the stated objectives, and general and specific requirements outlined in this RFP.

The following criteria will be used in the evaluation of your proposal, and are listed in the order of importance:

1. Description of Proposed Project

- a. Proposed services are provided on a voluntary basis and through a trauma-informed method of care
- b. Staffing and services are clear
- c. Proposal gives a clear definition of the population to be served and the need for services
- d. Work plans are complete, measurable, and reflect the same work as the narrative
- e. Optional-Primary prevention services: Applicant includes steps to demonstrate organizational readiness to make the shift to providing prevention services and implementing related promising practices.
- f. Optional-Community collaboration efforts: Applicant includes steps to demonstrate a plan that justifies the need for and the organization's ability to coordinate a community.
- g. Optional-Culturally specific services: Applicant addresses the critical needs of victims of domestic violence in a manner that affirms a victim's culture and effectively addresses language and communication barriers

- h. Reflects “best or promising practices”
- i. Reflects congruence among all application components

2. Priority Areas

- a. Proposed activities contribute to the provision of a comprehensive spectrum of services for victims and their children.
- b. Underserved population(s) is identified.
- c. Outreach to underserved population(s) is included in work plan.
- d. Services to underserved population(s) are explicitly included in work plan.

3. Description of Applicant Agency

- a. Applicant agency mission addresses provision of services to survivors of domestic violence.
- b. Applicants requesting funding to provide *community collaboration* must provide a description of the plan, goals, and partnerships and submit cooperative agreements specific to the work plan.
- c. Applicants requesting funding to provide *primary prevention*, demonstrate organizational capacity or plan to conduct an organizational assessment.
- d. Applicants requesting funding to provide *culturally specific services* must describe partnerships with culturally specific community-based organizations or organizational capacity to provide the services in-house.
- e. Past 2 semi-annual reports show progress toward FY 2016 outcome measures (for established programs.)
- f. Applicant demonstrates history of and commitment to providing comprehensive domestic violence services.
- g. Audit and current fiscal year budget show soundness and a capacity for ongoing operations.

4. Budget

- a. All costs are reasonable, allowable, and support the proposed activities, outputs and outcomes.
- b. Only those staff/program expenses that support the proposed project are included in budget.
- c. Budget forms are accurate and complete. Sources of cash and in-kind match are correctly calculated and meet funding requirements.
- d. Applicant organization or agency, through administrative structure and past performance, demonstrates the ability to maintain required records and fiscal accountability.
- e. Budget Narrative fully explains the proposed costs.
- f. Salary amount requested for personnel does not exceed the percentage (%) of time spent on project for that position.
- g. Indirect cost rate, if used, does not exceed the de minimis rate of 10% without documentation.

5. Program Evaluation

- a. Work plans are linked to the program goals and objectives clearly identify measurable outcomes.
- b. There are sufficient activities and outputs to track program progress.
- c. The methods used to evaluate and track program outcomes are provided.
- d. A corrective plan of action is provided to ensure all goals and objectives are met.

B. Evaluation Panel

The evaluation panel will determine whether an application sufficiently addresses a priority area that warrants special consideration; therefore, applicants must demonstrate a commitment to addressing the priority area and should be able to show they have the organizational capacity to address the priority effectively.

C. Adjectival Rating Method

ADJECTIVAL RATING: Adjectives will be used to indicate the degree to which the proposals have met each evaluation criteria. Plus and minus (i.e. Exceptional -, Acceptable +, Acceptable -, Marginal +, Marginal -) may be used by evaluators to differentiate proposals whose rating for an evaluation criteria fall, for example, within the “acceptable” rating category based on the above description but may be a little stronger or weaker than another proposal receiving an “acceptable” rating.

Rating	Description
Exceptional	Applicant's proposal exceeds requirements and/or demonstrates an exceptional understanding of goals and objectives of the procurement. Major strengths are illustrated. No significant weaknesses exist.
Acceptable	Applicant's proposal demonstrates an acceptable understanding of goals and objectives of the procurement. There may be strengths and weaknesses, however strengths outweigh the weaknesses.
Marginal	Applicant's proposal demonstrates a minimal understanding of the goals and objectives of the procurement. Weaknesses have been found that out balance any strengths that exists.
Unacceptable	The content of the Applicant's proposal is significantly incomplete and/or the proposal fails to demonstrate an understanding of the goals and objectives of the procurement.

D. Award to Multiple Applicants

Selection shall be made of multiple Applicants deemed to be fully qualified and best suited among those submitting proposals on the basis of the evaluation factors included in the Request for Proposals, including price, if so stated in the Request for Proposals. Negotiations may be conducted with Applicants so selected price may be considered, but need not be the sole determining factor. The agency shall select the Applicants which, in its opinion, have made the best proposal, and shall award

the contracts to those Applicants. The Commonwealth reserves the right to make multiple awards as a result of this solicitation. The Commonwealth may cancel this Request for Proposals or reject proposals at any time prior to an award, and is not required to furnish a statement of the reasons why a particular proposal was not deemed to be the most advantageous (*Code of Virginia*, § 2.2-4359D). Should the Commonwealth determine in writing and in its sole discretion that only one Applicant is fully qualified, or that one Applicant is clearly more highly qualified than the others under consideration, a contract may be negotiated and awarded to that Applicant. The award document will be a contract incorporating by reference all the requirements, terms and conditions of the solicitation and the contractor's proposal as negotiated.

Each proposal meeting the specified guidelines will receive full consideration. Priority consideration will be given to projects or programs that demonstrate effectiveness through implementing evidence-based programs or program components. Consideration will also be given to geographic location of the proposed services.

VI. REPORTING AND DELIVERY REQUIREMENTS

PROGRESS REPORTS

Semi-Annual Progress Reports: The Applicant agency shall submit reports on the semi-annual progress of the work plan. Reports will contain detailed descriptions of Program Activities, Outputs, Outcome Measures, Case Studies and other updates. The form is included herein (Attachment H). The second semi-annual report will include both 6-month and year-end data.

VII. PREPROPOSAL CONFERENCE

OPTIONAL PREPROPOSAL CONFERENCE

An optional pre-proposal conference will be held on **March 25, 2016**. The purpose of this conference is to allow potential applicants an opportunity to present questions and obtain clarification relative to any facet of this solicitation. Questions need not be in writing. After the pre-proposal conference, however, all additional questions must be submitted in writing to Brian Craig at brian.craig@dss.virginia.gov for receipt no later than 5:00 p.m., April 25, 2016.

While attendance at this conference will not be a prerequisite to submitting a proposal, applicants who intend to submit a proposal are encouraged to attend. **Bring a copy of the RFP with you.** Any changes resulting from this conference will be issued in a written addendum to the Request for Proposals and posted on the

eVA website at www.eva.virginia.gov and on the Virginia Department of Social Services website at www.dss.virginia.gov (click on Community Support and then click on Grant Opportunities. Expand the list of *Current* grants and select the *Domestic Violence Prevention and Services Grant* Number CVS-16-056).

The conference will be held at the Virginia Department of Social Services office located at 801 E. Main Street, Richmond, VA 23219-2901 in the 2nd floor conference room. It will be necessary for you to sign in with the VDSS security guard in the lobby and an escort will take you to the conference room.

For those unable to attend the conference, a phone conference option will be offered. The call in information is:

Telephone Number: 1-866-842-5779

Conference Code: 4136569898

See Appendix V for a link to directions to the conference and for the registration form.

VIII. GENERAL TERMS AND CONDITIONS

- A. VENDORS MANUAL: This solicitation is subject to the provisions of the Commonwealth of Virginia *Vendors Manual* and any changes or revisions thereto that are hereby incorporated into this contract in their entirety. The procedure for filing contractual claims is in section 7.19 of the *Vendors Manual*. A copy of the manual is normally available for review at the purchasing office and is accessible on the Internet at www.eva.virginia.gov (click on Vendor tab, then Vendors Manual).
- B. APPLICABLE LAWS AND COURTS: This solicitation and any resulting contract shall be governed in all respects by the laws of the Commonwealth of Virginia and any litigation with respect thereto shall be brought in the courts of the Commonwealth. The agency and the subgrantee are encouraged to resolve any issues in controversy arising from the award of the contract or any contractual dispute using Alternative Dispute Resolution (ADR) procedures (*Code of Virginia*, § 2.2-4366). ADR procedures are described in Chapter 9 of the *Vendors Manual*. The subgrantee shall comply with all applicable federal, state and local laws, rules and regulations.
- C. ANTI-DISCRIMINATION: By submitting their proposals, applicants certify to the Commonwealth that they will conform to the provisions of the *Federal Civil Rights Act of 1964*, as amended, as well as the *Virginia Fair Employment Contracting Act of 1975*, as amended, where applicable, the *Virginians With Disabilities Act*, the *Americans With Disabilities Act* and § 2.2-4311 of the *Virginia Public Procurement Act (VPPA)*. If the award is made to a faith-based organization, the organization shall not discriminate against any recipient of goods, services, or disbursements made pursuant to the contract on the basis

of the recipient's religion, religious belief, refusal to participate in a religious practice, or on the basis of race, age, color, gender or national origin and shall be subject to the same rules as other organizations that contract with public bodies to account for the use of the funds provided; however, if the faith-based organization segregates public funds into separate accounts, only the accounts and programs funded with public funds shall be subject to audit by the public body. (*Code of Virginia*, § 2.2-4343.1E).

In every contract over \$10,000 the provisions in 1. and 2. below apply:

1. During the performance of this contract, the subgrantee agency agrees as follows:
 - a. The subgrantee agency will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment, except where there is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor. The subgrantee agency agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.
 - b. The subgrantee agency, in all solicitations or advertisements for employees placed by or on behalf of the subgrantee agency, will state that such subgrantee agency is an equal opportunity employer.
 - c. Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting these requirements.
 2. The subgrantee will include the provisions of 1. above in every subcontract or purchase order over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.
- D. ETHICS IN PUBLIC CONTRACTING: By submitting their proposals, applicants certify that their proposals are made without collusion or fraud and that they have not offered or received any kickbacks or inducements from any other offer or, supplier, manufacturer or subcontractor in connection with their proposal, and that they have not conferred on any public employee having official responsibility for this procurement transaction any payment, loan, subscription, advance, deposit of money, services or anything of more than nominal value, present or promised, unless consideration of substantially equal or greater value was exchanged.
- E. IMMIGRATION REFORM AND CONTROL ACT OF 1986: By submitting their proposals, applicants certify that they do not and will not during the

performance of this contract employ illegal alien workers or otherwise violate the provisions of the federal Immigration Reform and Control Act of 1986.

- F. DEBARMENT STATUS: By submitting their proposals, applicants certify that they are not currently debarred by the Commonwealth of Virginia from submitting bids or proposals on contracts for the type of goods and/or services covered by this solicitation, nor are they an agent of any person or entity that is currently so debarred.
- G. ANTITRUST: By entering into a contract, the subgrantee agency conveys, sells, assigns, and transfers to the Commonwealth of Virginia all rights, title and interest in and to all causes of action it may now have or hereafter acquire under the antitrust laws of the United States and the Commonwealth of Virginia, relating to the particular goods or services purchased or acquired by the Commonwealth of Virginia under said contract.
- H. MANDATORY USE OF STATE FORM AND TERMS AND CONDITIONS FOR RFPs: Failure to submit a proposal on the official state form provided for that purpose may be a cause for rejection of the proposal. Modification of or additions to the General Terms and Conditions of the solicitation may be cause for rejection of the proposal; however, the Commonwealth reserves the right to decide, on a case by case basis, in its sole discretion, whether to reject such a proposal.
- I. CLARIFICATION OF TERMS: If any prospective applicant has questions about the specifications or other solicitation documents, the prospective applicant should contact the person whose name appears on the face of the solicitation no later than five working days before the due date. Any revisions to the solicitation will be made only by addendum issued by a VDSS purchasing officer.
- J. PAYMENT:
 - 1. To Prime Subgrantee agency:
 - a. Invoices for items ordered, delivered and accepted shall be submitted by the subgrantee directly to the payment address shown on the contract. All invoices shall show the state contract number and the federal employer identification number (for proprietorships, partnerships, and corporations).
 - b. Any payment terms requiring payment in less than 30 days will be regarded as requiring payment 30 days after invoice or delivery, whichever occurs last. This shall not affect offers of discounts for payment in less than 30 days, however.
 - c. All goods or services provided under this contract or purchase order, that are to be paid for with public funds, shall be billed by the subgrantee at the contract price, regardless of which public agency is being billed.

d. The following shall be deemed to be the date of payment: the date of postmark in all cases where payment is made by mail, or the date of offset when offset proceedings have been instituted as authorized under the *Virginia Debt Collection Act*.

e. **Unreasonable Charges.** Under certain emergency procurements and for most time and material purchases, final job costs cannot be accurately determined at the time orders are placed. In such cases, subgrantee should be put on notice that final payment in full is contingent on a determination of reasonableness with respect to all invoiced charges. Charges which appear to be unreasonable will be researched and challenged, and that portion of the invoice held in abeyance until a settlement can be reached. Upon determining that invoiced charges are not reasonable, the Commonwealth shall promptly notify the subgrantee, in writing, as to those charges that it considers unreasonable and the basis for the determination subgrantee agency may not institute legal action unless a settlement cannot be reached within thirty (30) days of notification. The provisions of this section do not relieve an agency of its prompt payment obligations with respect to those charges that are not in dispute (*Code of Virginia*, § 2.2-4363).

2. To Subcontractors:

a. A subgrantee awarded a contract under this solicitation is hereby obligated:

- (1) To pay the subcontractor(s) within seven (7) days of the applicant agency's receipt of payment from the Commonwealth for the proportionate share of the payment received for work performed by the subcontractor(s) under the contract; or
- (2) To notify the agency and the subcontractor(s), in writing, of the subgrantee's intention to withhold payment and the reason.

b. The subgrantee is obligated to pay the subcontractor(s) interest at the rate of one percent per month (unless otherwise provided under the terms of the contract) on all amounts owed by the subgrantee that remain unpaid seven (7) days following receipt of payment from the Commonwealth, except for amounts withheld as stated in (2) above. The date of mailing of any payment by U. S. Mail is deemed to be payment to the addressee. These provisions apply to each sub-tier contractor performing under the primary contract. A subgrantee's obligation to pay an interest charge to a subcontractor may not be construed to be an obligation of the Commonwealth.

K. PRECEDENCE OF TERMS: The following General Terms and Conditions *VENDORS MANUAL*, APPLICABLE LAWS AND COURTS, ANTI-DISCRIMINATION, ETHICS IN PUBLIC CONTRACTING, IMMIGRATION

REFORM AND CONTROL ACT OF 1986, DEBARMENT STATUS, ANTITRUST, MANDATORY USE OF STATE FORM AND TERMS AND CONDITIONS, CLARIFICATION OF TERMS, PAYMENT shall apply in all instances. In the event there is a conflict between any of the other General Terms and Conditions and any Special Terms and Conditions in this solicitation, the Special Terms and Conditions shall apply.

- L. QUALIFICATIONS OF APPLICANTS: The Commonwealth may make such reasonable investigations as deemed proper and necessary to determine the ability of the applicant to perform the services/furnish the goods and the applicant shall furnish to the Commonwealth all such information and data for this purpose as may be requested. The Commonwealth reserves the right to inspect applicant's physical facilities prior to award to satisfy questions regarding the applicant's capabilities. The Commonwealth further reserves the right to reject any proposal if the evidence submitted by, or investigations of, such applicant fails to satisfy the Commonwealth that such applicant is properly qualified to carry out the obligations of the contract and to provide the services and/or furnish the goods contemplated therein.
- M. TESTING AND INSPECTION: The Commonwealth reserves the right to conduct any test/inspection it may deem advisable to assure goods and services conform to the specifications.
- N. ASSIGNMENT OF CONTRACT: A contract shall not be assignable by the subgrantee in whole or in part without the written consent of the Commonwealth.
- O. CHANGES TO THE CONTRACT: Changes can be made to the contract in any of the following ways:
 - 1. The parties may agree in writing to modify the scope of the contract. Any additional goods or services to be provided shall be of a sort that is ancillary to the contract goods or services, or within the same broad product or service categories as were included in the contract award. Any increase or decrease in the price of the contract resulting from such modification shall be agreed to by the parties as a part of their written agreement to modify the scope of the contract.
 - 2. VDSS may order changes within the general scope of the contract at any time by written notice to the subgrantee. Changes within the scope of the contract include, but are not limited to, things such as services to be performed, the method of packing or shipment, and the place of delivery or installation. The subgrantee shall comply with the notice upon receipt, unless the subgrantee intends to claim an adjustment to compensation, schedule, or other contractual impact that would be caused by complying with such notice, in which case the subgrantee shall, in writing, promptly

notify the Purchasing Agency of the adjustment to be sought, and before proceeding to comply with the notice, shall await the Purchasing Agency's written decision affirming, modifying, or revoking the prior written notice. If the Purchasing Agency decides to issue a notice that requires an adjustment to compensation, the subgrantee shall be compensated for any additional costs incurred as the result of such order and shall give the Purchasing Agency a credit for any savings. Said compensation shall be determined by one of the following methods:

- a. By mutual agreement between the parties in writing; or
- b. By agreeing upon a unit price or using a unit price set forth in the contract, if the work to be done can be expressed in units, and the subgrantee accounts for the number of units of work performed, subject to VDSS's right to audit the subgrantee agency's records and/or to determine the correct number of units independently; or
- c. By ordering the subgrantee to proceed with the work and keep a record of all costs incurred and savings realized. A markup for overhead and profit may be allowed if provided by the contract. The same markup shall be used for determining a decrease in price as the result of savings realized. The subgrantee shall present VDSS with all vouchers and records of expenses incurred and savings realized. VDSS shall have the right to audit the records of the subgrantee as it deems necessary to determine costs or savings. Any claim for an adjustment in price under this provision must be asserted by written notice to VDSS within thirty (30) days from the date of receipt of the written order from VDSS. If the parties fail to agree on an amount of adjustment, the question of an increase or decrease in the contract price or time for performance shall be resolved in accordance with the procedures for resolving disputes provided by the Disputes Clause of this contract or, if there is none, in accordance with the disputes provisions of the Commonwealth of Virginia *Vendors Manual*. Neither the existence of a claim nor a dispute resolution process, litigation or any other provision of this contract shall excuse the subgrantee from promptly complying with the changes ordered by VDSS or with the performance of the contract generally.

P. DEFAULT: In case of failure to deliver goods or services in accordance with the contract terms and conditions, the Commonwealth, after due oral or written notice, may procure them from other sources and hold the subgrantee agency responsible for any resulting additional purchase and administrative costs. This remedy shall be in addition to any other remedies which the Commonwealth may have.

Q. ANNOUNCEMENT OF AWARD: Upon the award or the announcement of the decision to award a contract, as a result of this solicitation, VDSS will publicly

post such notice on the DGS/DPS eVA web site (www.eva.virginia.gov) for a minimum of 10 days.

- R. DRUG-FREE WORKPLACE: During the performance of this contract, the subgrantee agency agrees to (i) provide a drug-free workplace for the subgrantee agency's employees; (ii) post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the subgrantee agency's workplace and specifying the actions that will be taken against employees for violations of such prohibition; (iii) state in all solicitations or advertisements for employees placed by or on behalf of the subgrantee agency that the subgrantee agency maintains a drug-free workplace; and (iv) include the provisions of the foregoing clauses in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

For the purposes of this section, "*drug-free workplace*" means a site for the performance of work done in connection with a specific contract awarded to a subgrantee, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession or use of any controlled substance or marijuana during the performance of the contract.

- S. NONDISCRIMINATION OF APPLICANT AGENCIES: An applicant shall not be discriminated against in the solicitation or award of this contract because of race, religion, color, sex, national origin, age, disability, faith-based organizational status, any other basis prohibited by state law relating to discrimination in employment or because the applicant employs ex-offenders unless the state agency, department or institution has made a written determination that employing ex-offenders on the specific contract is not in its best interest. If the award of this contract is made to a faith-based organization and an individual, who applies for or receives goods, services, or disbursements provided pursuant to this contract objects to the religious character of the faith-based organization from which the individual receives or would receive the goods, services, or disbursements, the public body shall offer the individual, within a reasonable period of time after the date of his objection, access to equivalent goods, services, or disbursements from an alternative provider.
- T. AVAILABILITY OF FUNDS: It is understood and agreed between the parties herein that VDSS shall be bound hereunder only to the extent of the funds available or which may hereafter become available for the purpose of these contracts (sub grants).
- U. AUTHORIZATION TO CONDUCT BUSINESS IN THE COMMONWEALTH: A contractor organized as a stock or nonstock corporation, limited liability company, business trust, or limited partnership or registered as a registered limited liability partnership shall be authorized to transact business in the Commonwealth as a

domestic or foreign business entity if so required by Title 13.1 or Title 50 of the *Code of Virginia* or as otherwise required by law. Any business entity described above that enters into a contract with a public body pursuant to the *Virginia Public Procurement Act* shall not allow its existence to lapse or its certificate of authority or registration to transact business in the Commonwealth, if so required under Title 13.1 or Title 50, to be revoked or cancelled at any time during the term of the contract. A public body may void any contract with a business entity if the business entity fails to remain in compliance with the provisions of this section.

IX. SPECIAL TERMS AND CONDITIONS

- A. **AUDIT:** The sub-grantee shall retain all books, records, and other documents relative to this contract for five (5) years after final payment, or until audited by the Commonwealth of Virginia, whichever is sooner. The agency, its authorized agents, federal and/or state auditors shall have full access to and the right to examine any of said materials during said period.

The sub-grantee further agrees to comply with the audit and reporting requirements defined by the Office of Management and Budget (OMB) Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards Subpart F – Audit Requirements, as applicable. A sub-grantee who expends \$750,000 or more in combined federal funding during the sub-grantee's fiscal year is required at its expense to have an independent audit performed annually in accordance with the provisions of these parts. The single audit report(s) package must be submitted on-line to the Federal Audit Clearinghouse (FAC) within the earlier of thirty calendar days after receipt of the auditor's report(s) by the sub-grantee, or nine months after the end of the audit period.

For specific questions and information concerning the submission process:

- Visit the Federal Audit Clearing House
[https://harvester.census.gov/facides/\(S\(ilywi5ipbj3rjov5zvu1fnos\)\)/account/login.aspx](https://harvester.census.gov/facides/(S(ilywi5ipbj3rjov5zvu1fnos))/account/login.aspx)
- Call FAC at the toll-free number: (800) 253-0696

The copy of the portion of the audit findings or letter indicating no findings shall be sent to:

Virginia Department of Social Services
Office of Family Violence
801 East Main Street, 15th Floor
Richmond, Virginia 23219-2901

Attention: Nancy Fowler

- B. **AWARD TO MULTIPLE APPLICANTS:** Selection shall be made of multiple Applicants deemed to be fully qualified and best suited among those submitting proposals on the basis of the evaluation factors included in the Request for Proposals, including price, if so stated in the Request for Proposals. Negotiations may be conducted with Applicants so selected. Price may be considered, but need not be the sole determining factor. The agency shall select the Applicants which, in its opinion, have made the best proposal, and shall award the contracts to those Applicants. The Commonwealth reserves the right to make multiple awards as a result of this solicitation. The Commonwealth may cancel this Request for Proposals or reject proposals at any time prior to an award, and is not required to furnish a statement of the reasons why a particular proposal was not deemed to be the most advantageous (*Code of Virginia*, § 2.2-4359D). Should the Commonwealth determine in writing and in its sole discretion that only one Applicant is fully qualified, or that one Applicant is clearly more highly qualified than the others under consideration, a contract may be negotiated and awarded to that Applicant. The award document will be a contract incorporating by reference all the requirements, terms and conditions of the solicitation and the contractor's proposal as negotiated.

Priority consideration will be given to projects or programs that demonstrate effectiveness through implementing evidence-based programs or program components. Consideration will also be given to geographic location of the proposed services.

- C. **CANCELLATION OF CONTRACT:** The purchasing agency reserves the right to cancel and terminate any resulting contract, in part or in whole, without penalty, upon 60 days written notice to the subgrantee. In the event the initial contract period is for more than 12 months, the resulting contract may be terminated by either party, without penalty, after the initial 12 months of the contract period upon 60 days written notice to the other party. Any contract cancellation notice shall not relieve the subgrantee of the obligation to deliver and/or perform on all outstanding orders issued prior to the effective date of cancellation.
- D. **CONFIDENTIALITY OF PERSONALLY IDENTIFIABLE INFORMATION:** The applicant agency assures that information and data obtained as to personal facts and circumstances related to patients or clients will be collected and held confidential, during and following the term of this agreement, and unless disclosure is required pursuant to court order, subpoena or other regulatory authority, will not be divulged without the individual's and the agency's written consent and only in accordance with federal law or the Code of Virginia. Subgrantee agencies who utilize, access, or store personally identifiable information as part of the performance of a contract are required to safeguard this information and immediately notify the Virginia Department of Social Services (VDSS) of any breach or suspected breach in the security of such information. Subgrantee agencies shall allow the VDSS to both participate in the investigation

of incidents and exercise control over decisions regarding external reporting. Subgrantee agencies and their employees working on this project may be required to sign a confidentiality statement.

- E. **SUBGRANTEE AS INDEPENDENT CONTRACTOR**: During the performance of this agreement, the subgrantee shall be regarded as an independent contractor and not as an agent or employee of the Commonwealth of Virginia or the VDSS. The subgrantee shall be responsible for all its own insurance and federal, state, local and social security taxes.
- F. **SUBGRANTEE MONITORING**: The VDSS may monitor and evaluate the subgrantee's performance under the agreement through analysis of required reports, expenditure statements, site visits, interviews with or surveys of relevant agencies/ organizations and individuals having knowledge of the applicant agency's services or operations, audit reports, and other mechanisms deemed appropriate by the VDSS. The subgrantee shall furnish the VDSS on request information regarding payments claimed for services under this contract. All accounting records must be supported by source documentation and retained in order to show for what purpose funds were spent. All such records shall be made available and produced for inspection when required by the VDSS, its authorized agents, and/or Federal personnel.

Should an audit by authorized state or federal officials result in disallowance of amounts previously paid to the subgrantee, the subgrantee shall reimburse the VDSS upon demand.

Performance under this agreement shall be a primary consideration for extension of this agreement and may be a consideration for future grant awards and negotiations.

- G. **EQUIPMENT**: Equipment purchased under the terms of this agreement shall be limited to equipment indicated in the approved budget incorporated in the contract. The subgrantee shall keep written documentation of any acquisitions purchased and up-date the documentation if additional property or equipment is acquired. The written documentation shall include, but not be limited to: date of acquisition, description of product, serial number, ID number, physical location, cost, and name and phone number of individual using or responsible for the equipment. Equipment purchased under this agreement shall be retained by the subgrantee during the period of performance of the agreement. No depreciation or use charges on equipment purchased under this contract shall be claimed on this or any future contract with the Commonwealth of Virginia or any of its agents.

If the VDSS permits the subgrantee to purchase real property or equipment with grant funds, VDSS retains a residual financial interest, enabling the Department to recover the assets or determine final disposition. This will be accomplished on

a case-by-case basis, according to the federal grant guidelines applicable to the grant that is funding the service(s).

- H. **FEDERAL AWARD INFORMATION:** Subgrantee of federal awards must be informed of the Catalog of Federal Domestic Assistance (CFDA) number, grant name and number, grant year and federal awarding agency. The information will become part of the contract.

CFDA Number: 93.671

Federal Grant Name: Family Violence Prevention and Services Act

Federal Grant Award Year: 2015

Federal Grant Number: G-1501VAFVPS

Federal Grant Awarding Agency: US Dept. of Health and Human Services

CFDA Number: 93.558

Federal Grant Name: Temporary Assistance to Needy Families

Federal Grant Award Year: 2016

Federal Grant Number: 1601VATANF

Federal Grant Awarding Agency: US Dept. of Health and Human Services

CFDA Number: 93.667

Federal Grant Name: Social Services Block Grant

Federal Grant Award Year: 2016

Federal Grant Number: G-1601VASOSR

Federal Grant Awarding Agency: US Dept. of Health and Human Services
(Distributed as the Virginia Family Violence Prevention Program)

- I. **FISCAL ADMINISTRATION:** These funds are not intended to supplant established resources or to duplicate established funds. It is expected that this source of revenue will encourage and stimulate contributions from other public and private sources.
1. A contract will be signed between the Virginia Department of Social Services and the local administrator of the applying agency upon granting of a sub-grant award. Upon approval of the contract, the sub-grantee will be reimbursed for expenses on a (monthly/quarterly) basis according to the terms of the contract. Therefore, the applicant agency must be prepared to pay expenses as they are incurred and then submit expenditure statements on a (monthly/quarterly) basis to the Department of Social Services for reimbursement. (See RFP Section X - Method of Payment for instructions on submission of fourth quarter invoices). The subgrantee should allow 30 days from the time expenditure statements are received by the Department until reimbursement is received. If errors are found in the expenditure statements, the 30 days will be from the date errors are corrected

2. The applicant will be required to maintain adequate accounting records to support all requests for reimbursement. The sub-grantee shall comply with time and effort reporting as required by the Federal Office of Management and Budget (OMB) 2 CFR 200.430. All employees paid in whole or in part from grant funds should prepare a timesheet indicating the hours worked on each specific project for each pay period.

- J. **OBLIGATION OF APPLICANT AGENCY:** By submitting a proposal, the applicant covenants and agrees that the applicant has satisfied itself, from its own investigation of the conditions to be met, that the applicant fully understands its obligation and that it will not make any claim for or have right to cancellation or relief from the contract because of any misunderstanding or lack of information.
- K. **OWNERSHIP OF MATERIAL:** Ownership of all data, material and documentation originated and prepared for the State pursuant to the RFP shall belong exclusively to the State and be subject to public inspection in accordance with the Virginia Freedom of Information Act. Trade secrets or proprietary information submitted by an applicant shall not be subject to public disclosure under the Virginia Freedom of Information Act; however, the applicant must invoke the protection of this section prior to or upon submission of the data or other materials, and must identify the data or other materials to be protected and state the reasons why protection is necessary.

Any reports, studies, photographs, negatives, films, videos, or other documents prepared by the subgrantee in the performance of its obligations under this contract shall be the exclusive property of the VDSS and all such materials shall be remitted to the VDSS upon completion, termination or cancellation of this contract. The subgrantee agency shall not use, willingly allow or cause to have such materials used for any purpose other than performance of the subgrantee agency's obligations under this contract without the prior written consent of the VDSS. Any materials produced under this contract must bear a statement that the project was supported by the VDSS and identify the title of the funding source.

- L. **PRIME SUBGRANTEE AGENCY RESPONSIBILITIES:** If approval is granted by the VDSS to subcontract any portion of this contract, the subgrantee agency shall be responsible for completely supervising and directing the work under the contract and all subcontractors that he may utilize, using his best skill and attention. Subcontractors who perform work under this contract shall be responsible to the prime subgrantee agency. The subgrantee agency agrees that he is as fully responsible for the acts and omissions of his subcontractors and of persons employed by them as he is for the acts and omissions of his own employees.

- M. **SUBCONTRACTS**: No portion of the work shall be subcontracted without prior written consent of the VDSS. In the event that the subgrantee agency desires to subcontract some part of the work specified herein, the subgrantee agency shall furnish the VDSS the names, qualifications and experience of their proposed subcontractor(s). The subgrantee agency shall, however, remain fully liable and responsible for the work to be done by its subcontractor(s) and shall assure compliance with all requirements of the contract.
- N. **SUPPLANTATION OF FUNDS**: The applicant assures that funds made available under this contract will not be used to supplant state or local funds, but will be used to increase the amounts of such funds that would be, in the absence of these funds, made available for domestic violence services.
- O. **SMOKE FREE ENVIRONMENT**: By submitting their proposals, applicants certify to the Commonwealth that they will comply with the requirements of Public Law 103-227, Part C - Environmental Tobacco Smoke, also known as the Pro-Children Act of 1994 (Act), which requires that smoking not be permitted in any portion of any indoor facility owned or leased or contracted for by an entity and used routinely or regularly for the provisions of health, day care, education, or library services to children under the age of 18, if the services are funded by Federal programs either directly or through State or local governments, by Federal grant, contract, loan, or loan guarantee. The law does not apply to children's services provided in private residences, facilities funded solely by Medicare or Medicaid funds, and portions of facilities used for inpatient drug or alcohol treatment. Failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty of up to \$1000 per day and/or the imposition of an administrative compliance order on the responsible entity.
- P. **STATE CORPORATION COMMISSION IDENTIFICATION NUMBER**: Pursuant to Code of Virginia, §2.2-4311.2 subsection B, a offeror or applicant agency organized or authorized to transact business in the Commonwealth pursuant to Title 13.1 or Title 50 is required to include in its bid or proposal the identification number issued to it by the State Corporation Commission (SCC). Any offeror or applicant agency that is not required to be authorized to transact business in the Commonwealth as a foreign business entity under Title 13.1 or Title 50 or as otherwise required by law is required to include in its bid or proposal a statement describing why the offeror or applicant agency is not required to be so authorized. Indicate the above information on the SCC Form provided. Contractor agrees that the process by which compliance with Titles 13.1 and 50 is checked during the solicitation stage (including without limitation the SCC Form provided) is streamlined and not definitive, and the Commonwealth's use and acceptance of such form, or its acceptance of Applicant agency's statement describing why the applicant agency was not legally required to be authorized to transact business in the Commonwealth, shall not be conclusive of the issue and shall not be relied upon by the Subgrantee as demonstrating compliance.

- Q. **E-VERIFY PROGRAM:** EFFECTIVE 12/1/13. Pursuant to *Code of Virginia*, §2.2-4308.2., any employer with more than an average of 50 employees for the previous 12 months entering into a contract in excess of \$50,000 with any agency of the Commonwealth to perform work or provide services pursuant to such contract shall register and participate in the E-Verify program to verify information and work authorization of its newly hired employees performing work pursuant to such public contract. Any such employer who fails to comply with these provisions shall be debarred from contracting with any agency of the Commonwealth for a period up to one year. Such debarment shall cease upon the employer's registration and participation in the E-Verify program. If requested, the employer shall present a copy of their Maintain Company page from E-Verify to prove that they are enrolled in E-Verify.
- R. **HUMAN TRAFFICKING PROVISIONS:** By submitting their proposals, applicants certify to the Commonwealth that they will comply with the requirements of Section 106(g) of the "Trafficking Victims Protection Act of 2000" (22USC 7104). The full text of this requirement is found at <http://www.acf.hhs.gov/grants/award-term-and-condition-for-trafficking-in-persons>
- S. **IDENTIFICATION OF PROPOSAL ENVELOPE:** The signed proposal should be returned in a separate envelope or package, sealed and identified as follows:

From: _____

_____ Name of Applicant	_____ Due Date	_____ Time
_____ Street or Box Number	_____ RFP No.	
_____ City, State, Zip Code	_____ RFP Title	

Name of Contract/Purchase Officer or Buyer _____

The envelope should be addressed as directed on the RFP Cover Page Application Form of the solicitation. The applicant takes the risk that the envelope, even if marked as described above, may be inadvertently opened and the information compromised which may cause the proposal to be disqualified. Proposals may be hand delivered to the designated location in the office issuing the solicitation. No other correspondence or other proposals should be placed in the envelope.

- T. **LOBBYING PROHIBITIONS:** Federal grant funds may not be used by any sub-grantee (at any tier) to support lobbying activities to influence proposed or pending Federal or State legislation or appropriations. This prohibition is related to the use of Federal grant funds and is not intended to affect an individual's right

or that of any organization, to petition Congress, or any other level of Government, through the use of other resources. (See 45 CFR Part 93)

- U. **RELIGIOUS ACTIVITY PROHIBITIONS:** Direct Federal grants, sub-awards, or contracts shall not be used to support inherently religious activities such as religious instruction, worship, or proselytization. Therefore, the sub-grantee must take steps to separate, in time or location, their inherently religious activities from the services funded under this program. (See 45 CFR Part 87)
- V. **RENEWAL OF CONTRACT:** This contract may be renewed by the Commonwealth upon written agreement of both parties for up to two (2) successive one (1) year periods), under the terms of the current contract, and at a reasonable time (approximately 90 days) prior to the expiration.
- W. **SAME-SEX MARRIAGE PROVISIONS:** In accordance with the decision in United States vs Windsor (133 S. Ct. 2675 (June 26, 2013); Section 3 of the Defense of Marriage Act, codified at 1 USC 7, in any grant-related activity in which family, marital, or household considerations are, by statute or regulation, relevant for purposes of determining beneficiary eligibility or participation, grantees must treat same-sex spouses, marriages, and households on the same terms as opposite sex spouses, marriages, and households, respectively. “Same-Sex Spouses” means individuals of the same sex who have entered into marriages that are valid in the jurisdiction where performed, including any of the 50 states, the District of Columbia, or a U.S. territory or in a foreign country, regardless of whether or not the couple resides in a jurisdiction that recognizes same-sex marriage. “Same-Sex Marriages” means marriages between two individuals validly entered into in the jurisdiction where performed, including any of the 50 States, the District of Columbia, or a U.S. territory or in a foreign country, regardless of whether or not the couple resides in a jurisdiction that recognizes same-sex marriage. “Marriage” does not mean registered domestic partnerships, civil unions or similar formal relationships recognized under the law of the jurisdiction of celebration as something other than a marriage
- X. **FEDERAL EXCLUDED PARTIES LIST:** This contract is being funded in whole or in part by funds granted to the purchasing agency by the US Government. Under Federal Executive Order 12549, all contractors receiving individual awards, using federal funds of \$25,000 or more, and all sub-recipients, certify that the organization and its principals are not debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any federal department or agency from doing business with the federal government. By submitting a proposal, the applicant represents that neither the applicant nor any of its principal officers are on the Federal Excluded Parties List.

X. METHOD OF PAYMENT

COMPENSATION to the subgrantee for delivered services shall be as follows:

- A. The subgrantee shall be paid on a cost reimbursable basis.
- B. Actual expenditures shall be invoiced pursuant to approved line item budget categories as submitted in Attachment D.1.
- C. No amendments to the approved budget may be made without the prior written approval of VDSS. No more than **two** budget amendments will be permitted during the grant period. No budget amendment will be approved within 60 days of the end of the grant year. Budget amendments must be requested using the Budget Amendment Request form accompanied by a narrative.
- D. The invoice period may be monthly **or** quarterly. The subgrantee shall invoice VDSS each month or quarter on forms supplied by VDSS and shall submit an invoice showing no services delivered if that is the case in any invoice period. VDSS shall not be obligated to pay for services when the subgrantee fails to submit invoices for such services within thirty (30) calendar days after the close of the **of the specified invoice period** in which services were delivered. Invoices and financial reports that are valid and correct shall be processed and paid no later than thirty (30) calendar days after receipt of the invoice. If errors are found in the invoice, the 30 days will be from the date errors are corrected.
- E. Fourth quarter, or final invoices shall be submitted in the following manner: One invoice must be received for the months of April and May only. This invoice must be received by the VDSS no later than June 6. (*Applicable to applicant agencies invoicing on a quarterly basis*) An invoice for June expenditures shall be submitted separately no later than July 16 (*applicable to all applicant agencies*).
- F. If the subgrantee agency fails to correctly provide any services and/or reports as specified, and in the time period specified, VDSS may withhold payment of an invoice until said services and/or reports are provided. All services provided by the subgrantee agency pursuant to this grant shall be performed to the satisfaction of VDSS, and in accordance with applicable federal, State and local laws, ordinances, rules and regulations. The subgrantee agency shall not receive payment for work found by VDSS to be unsatisfactory, or performed in violation of federal, State or local laws, ordinances, rule or regulations.
- G. Reimbursement shall be made electronically, using the Virginia Department of Account's Remittance Electronic Data Interchange (EDI).

- H. The subgrantee agency shall be required to maintain accounting records to support all requests for reimbursement. These records shall be available for review by the State. VDSS will monitor expenditures.
-

XI. ATTACHMENTS

- A. Domestic Violence Program Information
 - B. Additional Program Information
 - C. Instructions for Completing Work plan Form
 - C.1 Work plan Form
 - D. Instruction for Completing Budget Forms
 - D.1 Budget Forms
 - E. Authorizations/Certifications/Assurances
 - F. W-9 Request For Taxpayer Identification Number
 - G. Application Checklist/ Table of Contents
 - H. Semi-annual Progress Report Forms
-

XII. APPENDIXES

- I. Definitions
- II. FY 2017 Program Guide for Allowability of Costs
- III. Documenting Our Work Surveys
- IV. Pre-Application Workshop Registration Form

Domestic Violence Program Information Form

Virginia Department of Social Services

Request for Proposals Number CVS-16-056

Grant Program:	Domestic Violence Prevention and Services Grant		
Applicant:			
Mailing Address:			
Applicant Federal ID Number:			
Applicant DUNS Number:			
Registered with the SAMS?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Program Title:			
Grant Period:	July 1, 2016 – June 30, 2017		
Application Type: (check all applicable boxes)	<input type="checkbox"/> New <input type="checkbox"/> Currently Funded		
	Project Director (managing the grant activities)	Project Administrator (authorized agency/locality administrator)	Finance (overseeing the project budget and invoices)
Name:			
Title:			
Address			
Phone:			
Fax:			
Email:			
Budget Request	Total Requested from VDSS (\$150,000 Maximum)	Match (20% - Established or 35% - New)	Total Project Budget
<input type="checkbox"/> Check this box if the program will be invoicing on a Quarterly basis <input type="checkbox"/> Check this box if the program will be invoicing on a Monthly basis			

Signature of Project Administrator: _____

Date: _____

Attachment A

ADDITIONAL APPLICANT INFORMATION

1) Applicant Type	_____ Nonprofit _____ Local Government		
2) Does the agency provide residential DV shelter directly? <input type="checkbox"/> Yes: _____ # of beds. <input type="checkbox"/> No: arranged shelter only			
3) Check below any and all underserved populations that your agency has identified in your service area. Also indicate if your work plan specifically addresses services or outreach to any of the identified populations.			
Identified in service area	Specific activities in Work plan?	Underserved Populations may include victims who identify as:	
		African American community	
		Hispanic community	
		Other immigrant population	
		LGBTQ community	
		People with disabilities	
		People living in rural areas	
		Elder population	
		Human trafficking victims	
4) Please run a VAdat report (identified as VDSS- Domestic Violence Program) for FY 2015 (July 1, 2014 to June 30, 2015) (Established Programs Only). A statistical report for services provided for the same time period. (New Programs). Include reports following Attachment B.			
5) Below, check the boxes of the services currently being provided by your agency as well as those to be funded with these VDSS Funds. Any and all services to be funded through the VDSS grant must be included on your work plan and budget.			
Provided by DVP	To be Funded with These Funds		Statistics for FY 2015
		24 Hour Crisis Hotline Service	# of calls
		Shelter (Residential)	# of people/nights
		Shelter (Arranged)	# of people/nights
		Crisis Intervention	# served (advocacy)
		Safety Planning	# served (advocacy)
		Survivor Support Groups	# groups
		Information and Referral	
		Emergency Transportation	
		Coordination of Services	
		Counseling/Support	# served
		Court Accompaniment	# served
		Children's Services	# served
		Children's Support Groups	# of groups
		Systems Advocacy	
		Community Education & Public Awareness	# of presentations
		Prevention Activities other than listed above	
		Other	
List any other services in the space above			

ADDITIONAL APPLICANT INFORMATION

6) # of Full Time Staff: _____ # of Volunteers: _____
of Part Time Staff: _____ # of volunteer hours per year (FY 2015): _____
Describe how volunteers are utilized:

7) Does your agency serve other populations in addition to serving victims of domestic violence and their children, i.e. homeless adults / children, substance abusers, people with disabilities?	__ Yes, __ No
---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	---------------

If responding yes to question 7, please provide a brief description of the population served and the funding sources supporting the work:

8) Is your agency a dual domestic violence / sexual assault program?	__ Yes, __ No
----------------------------------------------------------------------	---------------

9) List Congressional Districts served by your agency (may be more than one) Link to Congressional Map	_____
---------------------------------------------------------------------------------------------------------------------------	-------

10) List the localities served by your agency and the funding awarded from each for FY 2016:

	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
TOTAL	\$

Virginia Department of Social Services – Domestic Violence Prevention and Services Grant:
RFP No. CVS-16-056

Total Domestic Violence Program Revenue (DV Funding Only)			
SOURCE	FY 2015 (ACTUAL)	FY 2016 (PROJECTED)	COMMENTS
From: Virginia Department of Social Services:			
Domestic Violence Grant			
VOCA Child Abuse Treatment			
Child Abuse Prevention			
Other:			
From: Virginia Department of Criminal Justice Services:			
V-STOP			
Victim/Witness Program			
Domestic/Sexual Violence Victim Fund			
From: Virginia Department of Housing and Community Development (DHCD)			
Virginia Homeless Solutions Program			
Other Funding:			
United Way			
Local government			
Fundraising			
Other Revenues / Specify			
Total Revenue	\$	\$	

FFATA Sub-recipient Required Data

(Federal Funding Accountability and Transparency Act)

<i>For VDSS Use Only –</i>	
1. Federal Award Identifier Number (FAIN)	
2. Award Title	
3. CFDA	
4. Sub-Award Number	
<i>To be completed by Sub-Awardee</i>	
5. Sub-Awardee Legal Name	
6. Data Universal Numbering System (DUNS) number – 9 digits	
7. Are you registered with the System for Award Management (SAM)? If Yes, continue to question 8. If No, please go to question 9.	<input type="checkbox"/> Yes <input type="checkbox"/> No
8. Is your registration SAM current and active? If Yes, enter expiration date. If No, continue to question 9.	<input type="checkbox"/> Yes Expiration Date: _____ <input type="checkbox"/> No
9. In your business or organization's previous fiscal year, did your business or organization (including parent organization, all branches, and all affiliates worldwide) receive (1) 80 percent or more of your annual gross revenues in U.S. federal contracts, subcontracts, loans, grants, sub-grants, and/or cooperative agreements; AND (2) \$25,000,000 or more in annual gross revenues from U.S. federal contracts, subcontracts, loans, grants, sub-grants, and/or cooperative agreements? If Yes, continue to question 10. If No, please go to question 12.	<input type="checkbox"/> Yes <input type="checkbox"/> No
10. Does the public have access to information about the compensation of the executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986? (To determine if the public has access to the compensation information, see the U.S. Security and Exchange Commission total compensation filings at www.sec.gov/answers/execomp.htm .) If Yes, please go to question 12. If No, please continue to question 11.	<input type="checkbox"/> Yes <input type="checkbox"/> No

Virginia Department of Social Services – Domestic Violence Prevention and Services Grant:
RFP No. CVS-16-056

<p>11. List the names and total compensation of the top five highly compensated officers. <i>Total Compensation is the cash and noncash dollar value earned by the executive during the preceding fiscal year and includes the following: salary and bonus; awards of stock, stock options, and stock appreciation rights; earnings for services under non-equity incentive plans; change in pension value, etc. (for more information see 17 CFR 229.402 (c))</i></p> <p>Note: State and local governments are exempt from reporting executive compensation.</p>	<p>Officer 1 Name: _____ Officer 1 Compensation: _____</p> <p>Officer 2 Name: _____ Officer 2 Compensation: _____</p> <p>Officer 3 Name: _____ Officer 3 Compensation: _____</p> <p>Officer 4 Name: _____ Officer 4 Compensation: _____</p> <p>Officer 5 Name: _____ Officer 5 Compensation: _____</p>
12. Awardee Street Address 1	
13. Street Address 2	
14. City	
15. State	
16. Zip + 4	
17. Congressional District	
18. Place of Performance – primary site where the work will be performed (POP) Awardee Street Address 1	
19. POP Street Address 2	
20. POP City	
21. POP State	
22. POP Zip + 4	
23. POP Congressional District	

Dun & Bradstreet website: <http://www.dnb.com/us/>

System for Award Management website: http://www.grants.gov/applicants/org_step2.jsp

I certify that the above Awardee information is correct, accurate, and will be maintained and updated as required to keep registration current.

Name Title

Signature

Signature

INSTRUCTIONS FOR COMPLETING WORK PLAN FORM

Performance Measurement is a system for measuring the **results** of public programs.

Why Performance Measurement?

No longer are legislators and funders satisfied with allocating dollars and getting back reports of numbers served and program activities. Performance measurement enables legislators, funding sources, and communities to know what impact the dollars have had i.e. ***what effect or change has resulted from dollars invested and how a person's life or community has been changed.***

Performance measurement starts with “the end in mind” e.g. what do you want to occur as a result of your service?

Performance measurement consists of:

High level outcomes: Desired results in social health or well-being. High level outcomes reflect the longer-term, global effects the program is intended to achieve. e.g. To reduce child abuse and neglect.

Activities: List the key activities/initiatives proposed to achieve the goal(s) and objective(s) of the grant program.

Staff Responsible: Indicate the staff or organizations responsible for carrying out each activity/initiative.

Output: An output is a process measure which describes the conditions under which measurements will be made. This may refer to the timeframe and/or implementation of an activity/initiative, frequency, number of participants, etc. Process measures are *activity focused and contribute to interim outcomes. They do not reflect qualitative outcomes.* E.g. the number of victims participating in support groups or the number of community presentations.

Outcomes: Interim improvements in participant's or community progress towards a high level outcome. Interim outcomes reflect a more immediate or direct effects a program is intended to achieve. Outcomes typically address changes in participant performance/behavior that occur as a result of specific activities. They may include, but are not limited to a change or benefit in behavior, knowledge, skills, attitude, values, or condition.

Outcome Measures: Documents the condition of clients after a service has been provided e.g. increased skills, modified behavior, improved condition. Outcome measures address *qualitative outcomes.*

Outcome measures can include research based instruments with demonstrated reliability and validity, statistics, interviews, observations, rating scales, surveys, focus groups, records, goal attainment, etc.

Performance measurement enables program directors and communities to measure program effectiveness and *demonstrate both quantitative and qualitative* results that contribute to a higher level social outcome.

The Applicant may use the statewide measures or may develop measures that are more specific to the needs of their program. Applicants are additionally required to develop at least three outcome measures that address the Strengthening Families Protective Factors.

Example:

Activity	Agency “x” will provide parenting classes for parents known to CPS
↓	
Staff Responsible	John Doe
↓	
Output	6 weeks, 2 hour sessions for 10-12 participants, during the period of 9/01/2016 – 6/15/17
↓	
Interim Outcome	Parents will use redirection, positive reinforcement & praise to promote desired behavior
↓	
Outcome Measure	80% of parents completing course will use redirection, praise and positive reinforcement as measured by “x” instrument.

SAMPLE Work plan

FROM 7/1/2012 TO 6/30/2013

CONTRACTOR NAME: Domestic Violence Agency of the Region

CONTRACT # CVS-14-051

HIGH LEVEL OUTCOME: To improve the safety of the victims

ACTIVITIES What the service/initiative does.	STAFF RESPONSIBLE	OUTPUT What program produces. Service frequency, participant numbers, begin/end dates.	INTERIM OUTCOMES FOR CHILD, FAMILY OR COMMUNITY Qualitative results from activity. What difference will the service make?	EVALUATION * Qualitative & Quantitative Outcome Measures
Provide crisis intervention and safety planning for domestic violence victims in the shelter within 8 hours of entering shelter.	Shelter staff: Victim Advocate Night Mgrs Children's Adv	Provide crisis intervention and safety planning for 75 domestic violence victims. Services will be provided for clients throughout the grant cycle.	Domestic violence victims will understand the dynamics of domestic violence and the value of safety planning.	At least 70% of domestic violence survivors will be able to identify their safety options through the creation of their own specific safety plan.
Provide educational presentations in the service areas.	Staff 1 Staff 2 Staff 3	24 public education presentations will be made to a total of 150 adults and 800 students in 2 local high schools 9/2012-5/2013	Participants will gain an understanding of the dynamics of domestic violence. They will learn how they can address the problem of domestic violence.	75% of participants surveyed will report an increase in knowledge and understanding of domestic violence on the evaluation forms completed.
Provide appropriate response to those calling the hotline 24-hrs/day, 7 days/wk.	All Staff and Volunteers	1,500 calls will be answered throughout the grant cycle.	Domestic violence victims will have the support and information they need and/or request.	At least 70% of callers making victim related calls to the hotline will be more informed about the dynamics of DV and the services available to them.

Work plan

FROM ____/____/____ TO ____/____/____ CONTRACTOR NAME _____ CONTRACT # _____

HIGH LEVEL OUTCOME:

ACTIVITIES What the service/initiative does.	STAFF RESPONSIBLE List position titles	OUTPUT What program produces. Service frequency, participant numbers, begin/end dates.	INTERIM OUTCOMES FOR CHILD, FAMILY OR COMMUNITY Qualitative results from activity. What difference will the service make?	EVALUATION * Qualitative & Quantitative Outcome Measures

BUDGET INSTRUCTIONS

The Word Document version of the Budget will no longer be used. This RFP requires the Excel version of the document that automatically calculates all totals for each worksheet. The tabs at the bottom of this worksheet have been labeled and will guide you through each required section. If you were familiar with the Word version of the Itemized Budget, the worksheets within this workbook follow the same format. Instructions for completing each worksheet are below.

P1-Budget Summary: Fill in the cells titled "SUBGRANTEE Name" and "Grant Period" at the top of the worksheet as indicated below. This information will automatically populate throughout the rest of the workbook.

SUBGRANTEE Name: Specify the name of your program.

Grant Period: The grant period for this RFP is for a (insert grant period here; ex., 12-month period). The grant cycle begins (insert grant cycle here; ex., July 1, 2016 and ends June 30, 2017.)

If an indirect cost rate will be charged, include the rate to be used (de minimis rate of 10% or the federally-approved indirect cost rate for your organization) in the yellow highlighted cell in the "TOTAL DSS REQUEST" column. An example of 10% is visible, but the agency's approved rate must be used. Formulas are included to calculate your indirect cost rate that will also be included in the TOTAL. It would be beneficial to include the indirect cost rate as you fill in the Subgrantee Name and Grant Period.

The Budget Summary worksheet has formulas included that will be automatically populated from other worksheets so no entries in the budget line items are needed. Begin completing your Budget with the tab titled "Salary & Benefits" and continue until you have completed all that apply to your application through the tab titled Budget Narrative.

P2&3-Salary & Benefits: This worksheet details which positions will be funded through this grant.

Staff Positions: Under Staff Positions please list all staff you are requesting to be funded.

Hours Per Week: In the next column list the total number of hours the staff will work per week. (Ex., a full-time employee will work 40 hours per week.) Enter the total number of hours the employee will work in the top cell of this column.

Hours of Staff Time Allocated to this project: Please enter the number of hours to be reimbursed through this VDSS grant. (Ex., the employee may work a total of 40 hours per week, but only devotes 25 hours to this project. Enter 25 hours in the bottom cell of this column.)

Annual Salary: The column labeled Annual Salary is the gross salary each position will earn working their total hours. (Ex., if the position works 40 hours per week and their annual salary is \$20,000, you will enter \$20,000.) Formulas have been included and will automatically populate the Amount Requested from VDSS column.

Itemized Budget for Employee Benefits: This section of the worksheet details the benefits offered to employees of your program.

Staff Position Number: Identify which staff positions you are requesting funding for employee benefits for Domestic Violence Expansion of Services and enter into the first column.

- Annual Cost: Enter the total, yearly cost for all staff positions listed.
- Amount Requested from VDSS: This grant will only pay a pro-rated amount based on the % of time on the project for each funded staff position.
- Total Annual Cost: Sum of the amounts listed (Automatically calculated).
- Total Amount Requested from VDSS: Sum of the amounts listed (Automatically calculated).

Other Expenses

This tab allows for line items that are being requested for expenses other than salaries and benefits.

Line Items: Each section is divided into a category header (bold) and sub categories. Each **bold** line item category automatically calculates the sum of the sub categories. Indicate the amount needed for each sub category.

Ex: **Rent & Utilities** = 4,000.00 (Automatically calculated)

Rent = 3,000.00

Utilities = 500.00

Phone = 500.00

Subtotal For This Page: Sum of the amounts indicated for each category listed on this page (Automatically calculated).

Total Amount Requested from DSS: Sum of the subtotals from pages 2 - 4 (Automatically calculated).

Match: This worksheet lists the Matching funds to support the project.

Matching funds are to be listed separately if requesting funds for more than one category of funding.

20% cash or in-kind match from non-federal sources is required from all **currently funded programs**. A 35% cash or in-kind match from non-federal sources is required of **new programs**. Federal funds may never be used as match.

A 20 % match can be calculated by dividing the amount of the request by .80 and subtracting the amount requested from the figure obtained. For example, a budget request of \$100,000 would be divided by .80, which equals \$125,000. Then subtract \$100,000 from \$125,000. The difference of \$25,000 is the 20% match.

A 35% match can be calculated by dividing the amount of the request by .65 and subtracting the amount requested from the figure obtained. For example, a budget request of \$100,000 would be divided by .65, which equals \$153,846. Then subtract \$100,000 from \$153,846. The difference of \$53,846 is the 35% match.

Although the Application Budget allows match for each line item, you are not required to have match in every budget category for which you request grant funds.

Your agency accounting system must be able to track the exact matching funds, so it is in your best interest to keep the match as simple as possible.

Budget Narrative: Use this worksheet to provide your budget narrative according to amounts requested on Pages 1-4. Provide an in-depth summary along with examples of calculations in this sheet.

Description of Proposed Expenditures: For each line item, describe exactly what will be paid for, purchased, or how the grant funds will be used in that category to support project related activities. Be sure to include any rates or formulas needed to calculate projected costs.

Example: Printing 500 copies of a new brochure. The cost per item is \$.39.

The cost of 500 (brochures) x .39 (each copy) = \$195.00.

The Budget Amendment Request form is included so that all documents pertaining to the budget are inclusive in this workbook. Two budget amendment requests are allowed during each fiscal year. If you find your agency in a position to request a budget amendment, please make any and all changes to the forms contained in this workbook. The budget narrative should only include text for those line items being amended. The budget amendment request form should then be printed, signed, scanned and e-mailed to your VDSS contract administrator along with all supporting documents. ***Please do not submit the Budget Amendment Request form with your initial application.***

Assume that the grant review committee is unfamiliar with domestic violence programs. Provide as much information as possible about what you will be doing with the funds requested. Unjustified expenses may not be funded.

BUDGET SUMMARY - DSS FUNDS AND MATCH FUNDS

SUBGRANTEE Name:			
Grant Period			
BUDGET CATEGORY	TOTAL DSS REQUEST	TOTAL MATCH AMOUNT	TOTAL PROJECT BUDGET
SALARIES		-	\$ -
EMPLOYEE BENEFITS		-	\$ -
BUILDING		-	\$ -
OFFICE & PROGRAM		-	\$ -
EQUIPMENT		-	\$ -
CONTRACT SERVICES / CONSULTANTS		-	\$ -
TRAINING, TRAVEL, TRANSPORTATION		-	\$ -
OTHER (Total)		-	\$ -
Subtotal (Direct costs)	\$ -	\$ -	\$ -
Insert Indirect Cost Amount (Ex., 10%) →	0%		
Subtotal (Indirect Costs)	\$ -		
TOTAL (Direct & Indirect)	\$ -	\$ -	\$ -
* Awarded funds may not be used to supplant existing funds.			
Please enter data into yellow fields only!			

ITEMIZED BUDGET - SALARIES

SUBGRANTEE NAME:	0			
Grant Period:	0			
SALARIES (Staff Position)	Total Hours Worked Per Week	% of Staff Time on this project	Annual Salary	Amount Requested from VDSS
TITLE OF STAFF POSITION	Hours of Staff Time on this project			
1		0.0%		\$0.00
2		0.0%		\$0.00
3		0.0%		\$0.00
4		0.0%		\$0.00
5		0.0%		\$0.00
6		0.0%		\$0.00
7		0.0%		\$0.00
8		0.0%		\$0.00
9		0.0%		\$0.00
10		0.0%		\$0.00
11		0.0%		\$0.00
TOTAL SALARIES Requested from VDSS			\$0.00	\$0.00

Please enter data into yellow fields only!

ITEMIZED BUDGET - EMPLOYEE BENEFITS

SUBGRANTEE NAME:	0		
Grant Period:	0		
Employee Benefits	Staff Position <i>(Line Item # from previous page)</i>	Total Annual Cost	Amount Requested from VDSS-The % of benefits requested may not exceed % of Staff Time on this project as requested on page above.
FICA			
PENSION/RETIREMENT			
HEALTH INSURANCE			
WORKER'S COMPENSATION			
UNEMPLOYMENT			
OTHER (SPECIFY)			
TOTAL BENEFITS		\$ -	\$ -
Please enter data into yellow fields only!			
Please enter a DETAILED description on the Budget Narrative Tab of this Budget Workbook for each line item requested.			

ITEMIZED BUDGET - OTHER PROPOSED EXPENSES

SUBGRANTEE Name:	0		
Grant Period:	0		
LINE ITEM	Amount Requested	LINE ITEM	Amount Requested
3. BUILDING	\$	6. CONTRACT SERVICES/ CONSULTANTS	\$
Rent		Domestic Violence Hotline Fees	
Utilities		Interpreters	
Maintenance		7. TRAVEL, TRANSPORTATION, & TRAINING	\$
Household Supplies		Travel	
4. OFFICE AND PROGRAM	\$	Transportation	
Printing		Training	
Postage		8. OTHER	\$
Communications		Other (specify)	
Program Supplies and Costs		Other (specify)	
Publicity/Advertising		Other (specify)	
Office Supplies		Other (specify)	
5. EQUIPMENT	\$	Other Expenses 2 SUB-TOTAL	\$
Equipment Purchase			
Equipment Rental			
Other Expenses 1 SUB-TOTAL	\$	GRAND TOTAL OTHER EXPENSES	\$
* Awarded funds cannot be used to supplant existing funds.			
Please enter data into the yellow fields only!			

ITEMIZED BUDGET - MATCH DOCUMENTATION

SUBGRANTEE Name:	0				
Grant Period:	0				
BUDGET CATEGORY	BRIEF DESCRIPTION	SOURCE-Supply the original source that is providing the cash or in-kind match.	CASH	IN-KIND VALUE	TOTAL MATCH
Salaries					\$ -
Employee Benefits					\$
Building					\$
Office and Program					\$
Equipment					\$
Contract Services & Consultants					\$
Training, Travel & Transportation					\$
Other (Specify)					\$
Total Amounts Supplied by Match			\$	\$	\$

Please provide a COMPLETE description for all expenses listed in the Itemized Budget for each of the line items

BUDGET NARRATIVE		
SUBGRANTEE Name:	0	
Grant Period:	0	
Line Item	Budget Request	Narrative Description
SALARIES		
	\$	
BENEFITS		
	\$	
BUILDING		
Rent	\$	
Utilities	\$	
Maintenance	\$	
Household Supplies	\$	
OFFICE AND PROGRAM		
Printing	\$	
Postage	\$	
Communications	\$	
Program Supplies and Costs	\$	
Publicity/Advertising	\$	
Office Supplies	\$	
EQUIPMENT		
Equipment Purchase	\$	
Equipment Rental	\$	
CONTRACT SERVICES/ CONSULTANTS		
Family Violence Hotline	\$	
Interpreters	\$	
TRAVEL, TRANSPORTATION, & TRAINING		

Travel	\$	
Transportation	\$	
Training	\$	
OTHER		
Other (specify)	\$	
Other (specify)	\$	
Other (specify)	\$	
Other (specify)	\$	

AUTHORIZATIONS & CERTIFICATIONS

Enter your agency name in the spaces provided and initial to the left.

Authorization To Receive Automated Data

_____ 1. _____ (Agency Name) gives permission for the Virginia Department of Social Services to receive aggregate statistical data entered into the statewide data collection system, VAdat, managed by the Virginia Sexual and Domestic Violence Action Alliance. This authorization begins at the beginning of the funding cycle, July 1, 2016 and ends June 30, 2017, or on the ending date of any subsequent contract renewals.

Certification To Receive Electronic Reimbursement

_____ 2. This document constitutes certification that _____ (Agency Name) is registered with, or will apply for access to, the Virginia Department of Accounts, Remittance Electronic Data Interchange Virginia. Virginia Department of Social Services will use the REDI system for all reimbursements (www.doa.virginia.gov).

Checks will be not be mailed to the subgrantee.

Confidentiality

_____ 3. On behalf of _____ (Agency Name), I certify that confidentiality policies are in place prohibiting the agency from:

- 1) disclosing any personally identifying information or individual information collected in connection with services requested, utilized, or denied through our programs, and
- 2) revealing individual client information without the informed, written, reasonably time-limited consent of the person.

I also acknowledge that this requirement prohibits _____ (Agency Name) from disclosing, for the purposes of a Homeless Management Information System, personally identifying information about any client. Non-personally identifying data in the aggregate regarding services to clients and non-personally identifying demographic information may be shared in order to comply with Federal, State or tribal reporting, evaluation, or data collection requirements.

**LGBTQ Access to Services –Anti-Harassment/Anti-Bullying Policy for
Currently-Funded Programs**

- _____ 4-A. I certify that _____ (Agency name) has a policy in place that addresses accessibility, prevention strategies for discrimination, bullying or harassment against LGBTQ individuals, as well as a response system regarding complaints made by LGBTQ individuals.
- _____ I certify that _____ (Agency name) has provided training on improving access for LGBTQ individuals, such as the learning modules provided by the Office of Family Violence.
- _____ I certify that _____ (Agency name) is committed to improving access to services for LGBTQ individuals.

**LGBTQ Access to Services –Anti-Harassment/Anti-Bullying Policy in place by
1/1/17 for New Programs**

- _____ 4-B. I certify that _____ (Agency name) will have a policy in place by January 1, 2017 to address accessibility, to add prevention strategies for discrimination, bullying or harassment against LGBTQ individuals, as well as system for how to respond to complaints made by LGBTQ individuals.
- _____ I certify that all grant-funded staff of _____ (Agency name) will complete training on improving access for LGBTQ individuals, provided by the Office of Family Violence, by January 1, 2017.
- _____ I certify that _____ (Agency name) commits to improving accessibility for LGBTQ individuals by January 1, 2017.

No Fee Assurance

- _____ 5. On behalf of _____ (Agency Name), I certify that fees are not charged for any services to victims of domestic violence.

Authorization to Sign Invoices

- _____ 6. I authorize the following people to sign and submit Invoices that reflect grant expenses to VDSS for payment:

State Corporation Commission Form

Virginia State Corporation Commission (SCC) registration information.

The Applicant, _____:
(Agency Name)

☐ is a corporation or other business entity with the following SCC identification number: _____ -
OR-

☐ is not a corporation, limited liability company, limited partnership, registered limited liability partnership, or business trust **-OR-**

☐ is an out-of-state business entity that does not regularly and continuously maintain as part of its ordinary and customary business any employees, agents, offices, facilities, or inventories in Virginia (not counting any employees or agents in Virginia who merely solicit orders that require acceptance outside Virginia before they become contracts, and not counting any incidental presence of the applicant in Virginia that is needed in order to assemble, maintain, and repair goods in accordance with the contracts by which such goods were sold and shipped into Virginia from applicant's out-of-state location) **-OR-**

☐ is an out-of-state business entity that is including with this proposal an opinion of legal counsel which accurately and completely discloses the undersigned applicant's current contacts with Virginia and describes why those contacts do not constitute the transaction of business in Virginia within the meaning of § 13.1-757 or other similar provisions in Titles 13.1 or 50 of the Code of Virginia.

****NOTE**** >> Check the following box if you have not completed any of the foregoing options but currently have pending before the SCC an application for authority to transact business in the Commonwealth of Virginia and wish to be considered for a waiver to allow you to submit the SCC identification number after the due date for proposals (the Commonwealth reserves the right to determine in its sole discretion whether to allow such waiver): ☐

Authorized Signature

Date

Title

Certifications Regarding Lobbying; Debarment, Suspension And Other Responsibility Matters; And Drug-Free Workplace Requirements

Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 34 CFR Part 82, "New Restrictions on Lobbying," and 35 CFR Part 85, "Government-wide Debarment and Suspension (Nonprocurement) and Government-wide Requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Department of Energy determines to award the covered transaction, grant, or cooperative agreement.

1. Lobbying

The undersigned certifies, to the best of his or her knowledge and belief, that:

- (1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all sub awards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subgrantees shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS

- (1) The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:
 - a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
 - b. Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - c. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
 - d. Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.
- (2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

3. DRUG-FREE WORKPLACE

This certification is required by the Drug-Free Workplace Act of 1988 (Pub.L. 100-690, Title V, Subtitle D) and is implemented through additions to the Debarment and Suspension regulations, published in the Federal Register on January 31, 1989, and May 25, 1990.

- (1) The applicant agency certifies that it will or will continue to provide a drug-free workplace by:
- a. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the applicant agency's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
 - b. Establishing an ongoing drug-free awareness program to inform employees about:
 1. The dangers of drug abuse in the workplace;
 2. The applicant agency's policy of maintaining a drug-free workplace;
 3. Any available drug counseling, rehabilitation, and employee assistance programs; and
 4. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
 - c. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
 - d. Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will:
 1. Abide by the terms of the statement; and
 2. Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace not later than five calendar days after such conviction;
 - e. Notifying the agency, in writing, within ten calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;
 - f. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted:
 1. Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
 2. Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State or local health, law enforcement, or other appropriate agency;
 - g. Making a good faith effort to continue to maintain a drug- free workplace through implementation of paragraphs (a),(b),(c),(d),(e), and (f).
- (2) The applicant agency may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance: (Street address, city, county, state, zip code)

___ Check if there are workplaces on file that are not identified here.

When notice is made to such a central point, it shall include the identification number(s) of each affected grant. As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.

NAME of APPLICANT

GRANT NUMBER

PRINTED NAME and TITLE of AUTHORIZED REPRESENTATIVE

SIGNATURE

DATE

ASSURANCES - NON-CONSTRUCTION PROGRAMS

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PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

NOTE:

Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition

Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.

8. Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333), regarding labor standards for federally-assisted construction sub agreements.

10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.

11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401

et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93- 205).

12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.

13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).

14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.

15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.

16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.

17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."

18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL

TITLE

APPLICANT ORGANIZATION

DATE SUBMITTED

W-9 REQUEST FOR TAXPAYER IDENTIFICATION NUMBER(S) AND CERTIFICATE

**A W-9 form must be completed and included with each application.
Please complete the fillable PDF form found at:**

https://www.dss.virginia.gov/files/division/cvs/ofv/general_information/Attachment_F_W-9_Form.pdf

Application Checklist/ Table of Contents

Description	Page Number(s)	Included	Not Included
Cover Sheet	1	<input type="checkbox"/>	<input type="checkbox"/>
Addenda, if any.		<input type="checkbox"/>	<input type="checkbox"/>
Application Checklist / Table of Contents (Attachment G, this page)		<input type="checkbox"/>	<input type="checkbox"/>
Signed Domestic Violence Program Info Form (Attachment A)		<input type="checkbox"/>	<input type="checkbox"/>
Additional Program Information Sheets (Attachment B, 5 pages)		<input type="checkbox"/>	<input type="checkbox"/>
VAdata Report - VDSS Domestic Violence Program 7/1/14-6/30/15 (Established Programs Only) A statistical report for services provided for the same time period. (New Programs)		<input type="checkbox"/>	<input type="checkbox"/>
Project Narrative		<input type="checkbox"/>	<input type="checkbox"/>
Work plans (Attachments C.1)		<input type="checkbox"/>	<input type="checkbox"/>
Budget Forms (Attachment D.1, 7pages)		<input type="checkbox"/>	<input type="checkbox"/>
Indirect Cost Rate Agreement (if over 10%)		<input type="checkbox"/>	<input type="checkbox"/>
Fiscal Letter		<input type="checkbox"/>	<input type="checkbox"/>
Prevention Assessment Tool (If applicable)		<input type="checkbox"/>	<input type="checkbox"/>
Cooperative Agreements (If applicable)		<input type="checkbox"/>	<input type="checkbox"/>
Organizational Chart		<input type="checkbox"/>	<input type="checkbox"/>
Job Descriptions		<input type="checkbox"/>	<input type="checkbox"/>
Confidentiality Policy		<input type="checkbox"/>	<input type="checkbox"/>
Client Consent for the Release of confidential Information Form – VAWA Compliant		<input type="checkbox"/>	<input type="checkbox"/>
Signed Authorizations, Certifications and Assurances (Attachment E, 7 pages)		<input type="checkbox"/>	<input type="checkbox"/>
Copy of Most Recent Audit		<input type="checkbox"/>	<input type="checkbox"/>
W-9 Form (Attachment F, 1 page)		<input type="checkbox"/>	<input type="checkbox"/>
501(c)3 Certification from the IRS (non-profit applicants only)		<input type="checkbox"/>	<input type="checkbox"/>
List of Current Board Members (non-profit applicants only)		<input type="checkbox"/>	<input type="checkbox"/>
One complete copy of the RFP (pages 1-43) Attached to the Original Only		<input type="checkbox"/>	<input type="checkbox"/>

DOMESTIC VIOLENCE PREVENTION & SERVICES GRANT

Description	Page Number(s)	Included	Not Included
One original, 5 copies and 1 electronic copy on a CD		<input type="checkbox"/>	<input type="checkbox"/>

Semi-Annual Progress Report – Cover Page

Domestic Violence Funding FY 2017

Program Name:		Contract Number:	
Administrator's Name:		E-mail Address:	
Report Period: <i>Check one</i>	<input type="checkbox"/> 7/1 - 12/31/2016 1 st reporting period	<input type="checkbox"/> 1/1- 6/30/2017 2 nd reporting period and FY14 year end	
Report Due Date:	January 31, 2017	July 31, 2017	
New address or name change? Please tell us here:		Staff changes? Please provide name, position & if new hire or resignation.	

Report instructions:

- A. On **page 2**, provide information for each activity outlined in your approved Work plan (use the chart below). Copy and fill in the chart for each High Level Outcome. Also, please use the same chart to complete the first and second semi-annual report. *For the second reporting period, please add a second row in a different color, immediately below the row from the first reporting period, so the entire year's activities can be viewed together.*
- B. On **pages 3 through 6**, **provide** information regarding the following services provided to victims in tables provided.
 1. Report the number of ALL volunteers and hours including board members. Please provide totals for end of year report.
 2. Please provide the total number of bi-lingual/ bi-cultural staff paid for by this grant.
 3. Identify the underserved populations that are being focused on for outreach services.
 4. What types of outreach are you doing for your underserved populations? Please note: Provide *specific strategies* that support outreach, i.e. more than providing brochures to a particular group.
 5. Trends/emerging issues and unmet needs impacting domestic violence victims or services in your community.
 6. Notable activities conducted by your agency to improve victim services.
 7. LGBTQ Accessibility and Inclusion policy. **Please describe any challenges you have encountered in implementation of this policy as well as a summary of any harassment/ discrimination grievances filed. Do not include any confidential information but a short summary of the incident and how it was resolved.**
 8. Attach two case studies reflecting the services provided to a victim of domestic violence.
 - 1) One of the two case studies will focus on services provided to meet the needs of a victim of an **under-served population** in your service area. For that underserved population, describe the unique needs.
 - 2) Include at least four (4) services provided by program staff to assist the victim.

- 3) Write from a third person perspective.
 - 4) Include titles of staff that provided services. Only include staff supported by the VDSS Prevention and Services Grant.
 - 5) Describe the services in narrative form, and/or a generic list of services provided.
 - 6) **Please be mindful of confidentiality requirements and do not give any personally identifying information about the individuals served.**
9. Celebrations– Please share any information about exciting, innovative services you have developed, successful fundraisers, new supporters, etc.

Semi-Annual Progress Report–Domestic Violence Funding FY 2017

Check one:	<input type="checkbox"/> July 1, 2016 – December 31, 2016 1st reporting period	<input type="checkbox"/> January 1, 2017– June 30, 2017 2nd reporting period		
Please fill this sheet out for each semi-annual report, marking the appropriate timeframe. For the second reporting period, please add a second row in a different color, immediately below the row from the first reporting period, so the entire year's activities can be viewed together.				
HIGH LEVEL OUTCOME:				
ACTIVITIES: <i>Explain the service/initiative.</i>	Annual Goal	OUTPUT <i>What the program did.</i> # Served/ # Services	On Target for the report period? Y/N <i>If not on target, explain obstacles and if a Plan of Action has been developed.</i>	Results of Outcome evaluation: <i>If not using statewide measures, please indicate local measure, such as surveys, tracking data, etc.</i> Please note: Outcome data obtained for the first reporting period will be incomplete due to the lag in entry of DOW surveys. Results from the second report will be considered complete.

Semi-annual report FY 2016- Services provided to victims

VOLUNTEERS 1 ST reporting period	# of ALL volunteers	0	# of ALL volunteer hours	0
VOLUNTEERS 2 ND reporting period	# of ALL volunteers	0	# of ALL volunteer hours	0
TOTALS FOR YEAR	TOTAL # ALL volunteers	0	TOTAL volunteer # ALL hrs.	0
# of bi-lingual/ bi-cultural staff paid for by this grant				
Period #1-Please list the underserved populations that are being focused on for outreach services.				
Period #2-Please list the underserved populations that are being focused on for outreach services.				
Period #1-What types of outreach are you doing for your underserved populations? Please note: Provide <i>specific strategies</i> that support outreach, i.e. more than providing brochures to a particular group.				
Period #2-What types of outreach are you doing for your underserved populations? Please note: Provide <i>specific strategies</i> that support outreach, i.e. more than providing brochures to a particular group.				
Period #1-Trends/emerging issues impacting domestic violence victims or services in your community. Please also identify any unmet needs of				

victims in your community such as a lack of legal services or housing and provide a description of the impact.	
Period #2-Trends/emerging issues impacting domestic violence victims or services in your community. Please also identify any unmet needs of victims in your community such as a lack of legal services or housing and provide a description of the impact.	
Period #1-Notable activities conducted by your agency to improve victim services.	
Period #2-Notable activities conducted by your agency to improve victim services.	
Period #1-LGBTQ Accessibility and Inclusion policy. Please describe any challenges you have encountered in implementation of this policy as well as a summary of any harassment/ discrimination grievances filed. Do not include any confidential information but a short summary of the incident and how it was resolved.	
Period #2-LGBTQ Accessibility and Inclusion policy Please describe any challenges you have encountered in implementation of this policy as well as a summary of any harassment/ discrimination grievances filed. Do not include any confidential information but a short summary of the incident and how it was resolved.	

Semi-annual report FY 2017- Services provided to victims

Case study 1	
Period #2-Case Study 1	
Case study 2 (underserved population)	
Period #2-Case study 2	
Celebrations!!!	
Period 2- Celebrations!!!	

APPENDIX I

DEFINITIONS

Administrative advocacy refers to any attempt to understand and intercede in the rulemaking process on the federal, state, or local level.

Administrative Work is any time, work, or efforts directed at the overall needs of the program including, but not limited to bookkeeping, fund raising, grant writing, or research.

Community Collaboration is a working practice whereby community service providers work together for a common purpose to achieve optimal outcomes for victims of domestic violence. ...

Direct Services include many types assistance given to victims of domestic violence and their children including but not limited to the activities involved with crisis and core services.

Domestic Violence Crisis and Core Services include but are not limited to:

24-Hour Crisis Telephone Service (Hotline): Telephone access to support and crisis counseling and information regarding the program's services to domestic violence survivors and their children on a twenty-four hour basis.

Children's Services: Services provided by the Domestic Violence Program that address the safety and immediate service needs of children of victims who are receiving services.

Coordination of Services: Work on behalf of victims of domestic violence assuring access to resources that will meet each victim's needs.

Crisis Counseling and Safety Planning: Counseling provided by trained volunteers/staff to assess the immediate needs of victims of domestic violence, assist with exploring options to create a course of action to maintain victim safety, and respond to the immediate crisis.

Emergency Transportation: Access to a mode of transportation for domestic violence victims and their children as they to leave a violent situation and gain access to a safe location.

Information and Referral: To disseminate information regarding community resources and referrals to victims of domestic violence and members of the public to educate and empower the service recipients.

Legal Advocacy: Work with and on behalf of victims of domestic violence who are using the legal system to meet their identified needs. Legal advocacy must support and empower victims as they explore their legal options

Shelter: Temporary emergency housing, including safe homes, motels and/or a shelter facility that provides support services to victims of domestic violence.

A **Residential Shelter** is a facility operated by the applicant agency to provide safe accommodations, available 24-hours a day, 7 days a week, for victims of domestic violence and their children who are in danger or in fear of further abuse.

Supportive Counseling: Counseling, support, and education provided by an individual trained in domestic violence counseling.

Volunteer Program: A system for recruiting, training, and utilizing volunteers in the domestic violence program.

Established Program means any program which **CURRENTLY RECEIVES** funding from the Virginia Department of Social Services through domestic violence contracts.

Finance Officer is the person responsible for fiscal management of funds,

In-kind Match is a specified amount of non-cash contributions (assigned a dollar value) designated for the funded grant award amount. An example of in-kind match is unpaid volunteer time that has been assigned a dollar value, based on the agency or market value of the services in your community.

New Program means any program **NOT CURRENTLY** funded by the Department of Social Services for the provision of domestic violence services.

Match Contributions made by a third party to support the overall costs of a project; often a requirement of federal grants. There can be a cash match or an in-kind match; the latter refers to goods and services.

Personally Identifying Information is any information that may be used to identify a particular victim, including information likely to disclose the location of the victim. Such information includes first and last name, social security number, driver's license number, passport number, or student identification number, a home or other physical address, contact information (including a postal, e-mail or Internet protocol address, or telephone or facsimile number), and any other information, including date of birth, racial or ethnic background, or religious affiliation, that would serve to identify an individual.

Prevention Work is any time, work, or effort done with the goal of domestic violence prevention. This work may include, but is not limited to, public awareness activities, school presentations, developing or distributing literature or participation on community collaboration teams.

Project All services, activities and efforts presented in this proposal and funded by VDSS.

Project Administrator is the person who has authority to formally commit the not-for-profit organization, locality, or state agency to complying with all the terms of the grant application including the provision of the required cash/in-kind match. This **must** be the chief executive officer of the applicant organization, the highest elected officer of the locality, or, in the case of a state agency, the agency head. If someone other than one of these officials has been delegated the authority to sign, and signs the grant application, provide a copy of the letter, memorandum or other document by which the signing authority was delegated.

Project Director is the person who has day-to-day responsibility for managing the project

Services to Underserved Populations means programs and protocols that make services available to domestic violence victims who are members of underserved populations. Populations may be underserved due to ethnic, racial, cultural, language diversity, or geographic isolation. In some circumstances, these populations may be overrepresented in service statistics yet remain underserved because their needs are not adequately met.

Virginia Department of Social Services is the issuing agency and the purchaser. Also referred to as VDSS or the Department.

APPENDIX II

Virginia Department of Social Services

FY 2017 Program guide for Allowability of Costs

		Yes = Y, No = N, Restrictions on use = R
	Budget Line Item	Allowable for VDSS Domestic Violence Grant?
1	PERSONNEL	
	Direct Service Staff	Y
	Direct Service Supervisor	Y
	Administrative & Support Staff	N
	Prevention Service Staff	Y
	Community Collaboration Service Staff	Y
	Fundraiser/fund development	N
	Board/Advisory Council members	N
	Stipends/Honorariums	N
	Bonuses	N
2	PAYROLL TAXES & BENEFITS	
	For Personnel as allowed above	Y
	Deferred compensation match	N
	Severance for direct service staff	Y
3	BUILDING	
	Rent/Mortgage	
	Office rent (prorated-only for the % that is used for the provision of direct services)	R
	Shelter Rent	Y
	Mortgage payments	N
	Utilities	
	Gas, electric, water & sewer (prorated-only for the % that is used for the provision of direct services)	R
	Security Systems	Y
	Insurance	
	Building liability	N
	Personal property	N
	Maintenance and Repairs	
	Building modifications (handicap access)	Y
	Building improvements	N
	Garbage collection (Shelter Only)	R

	Cleaning service (Shelter Only)	R
	Building repairs	Y
	Household Supplies	
	Cooking utensils/dishware	Y
	Bedding and linens	Y
	Cleaning supplies	Y
	Paper products	Y
	First Aid kit and supplies	Y
4	OFFICE AND PROGRAM EXPENSES	
	Printing	
	Administrative policies and paperwork (incl Annual Report)	N
	Protocols, working agreements	Y
	Needs Assessments/surveys/studies	Y
	Brochures, program literature	Y
	Public presentations materials	Y
	General public awareness on issues	Y
	Community education of non-victims	Y
	Postage	
	Administration related correspondence	N
	Program and educational materials	Y
	Client correspondence	Y
	Communications	
	Phone leases & maintenance fees	Y
	Billing (local long distance, and toll-free)	Y
	Voice mail, call waiting	Y
	Cable or satellite dish	Y
	Internet service	N
	Program Supplies and Costs	
	Victim food and meals	Y
	Victims support group food	Y
	Staff meeting snacks	N
	Board meeting foods	N
	Support group supplies	Y
	Children's activity supplies	Y
	Shelter based family support activities	Y
	Client emergency basic need items	Y
	Client medical costs	N
	Client cash assistance	N
	Gift Cards	N
	Resource materials, books, videos	Y
	Computer software (separate purchase)	N
	Subscriptions to newspapers, magazines	Y
	Software development	N

	Publicity/Advertising	
	Recruitment of staff (grant funded only)	Y
	Recruitment of volunteers	Y
	Public information and event notices	Y
	Purchase of promotional items	N
	Web page development	Y
	Office Supplies	
	Paper, pens, folders, toner, etc.	N
	Business computer software	N
	Insurance	
	Malpractice (professional liability)	Y
	Auto insurance	N
	Equipment maintenance/repair/lease	
	Shelter program equipment	Y
5	EQUIPMENT Purchases	
	Shelter program equipment (washer, dryer, freezer, refrigerator, stove, microwave)	Y
	Phone Systems (purchase)	Y
	Cell phones	Y
	Shredders	N
	Copiers	Y
	Fax machines	Y
	Computers (Only for grant-funded staff @ their % on grant.)	R
	LCD projectors	Y
	DVD players	Y
	Television	Y
	TTY/TDD machines & Braille equipment	Y
	Filing cabinets (Only for grant-funded staff @ their % on grant.)	R
	Desks and Chairs (Only for grant-funded staff @ their % on grant.)	R
	Client use sofas, chairs, tables, etc.	Y
	Playground equipment	Y
	Lighting	Y
	Security equipment	Y
	Vehicle	N
6	CONTRACT SERVICES / CONSULTANTS	
	Interpreters	Y
	Mental health providers	Y
	In-service trainer for direct service staff development	Y
	In-service trainer for administration or board service	N
	Bookkeeping/Financial/Auditing	N

	Administrative services	N
	Legal services for program	N
	Animal care for sheltered victims	Y
	Hotel/Motel safe housing	Y
	Family Violence Hotline	Y
7	TRAVEL , TRANSPORTATION & TRAINING	
	Travel and Transportation	
	Direct service work mileage and lodging	Y
	Administration mileage and lodging	N
	Transportation for client safety	Y
	Bus tickets, tokens, taxi (victim transportation)	Y
	Board/Advisory Council business	Y
	Laundry, entertainment, alcohol	N
	Direct service work meals	Y
	Victim relocation expenses	Y
	Rental of necessary vehicles	Y
	Vehicle maintenance/repairs (prorated, if shared)	N
	Training (includes travel, meals, lodging, mileage, registration)	
	For direct service staff and volunteers	Y
	For administration services	N
	Direct service training provided to other agencies	Y
	Crime victim participation in conferences	Y
	Conference Planning	R
	Purchase of books, manuals, DVDs (direct service)	Y
	Web-based training	Y
	Food provided at training	N
	Salary payment for training participants	N
8	Other	
	Indirect Costs* (Refer to Page 22)	Y
	Memberships to professional organizations	Y
	Program relocation expenses (prorated-only for the % that is used for the provision of direct services)	R

- Family Violence Prevention and Services Act (FVPSA)
<http://uscode.house.gov/download/pls/42C110.txt>
- Temporary Assistance to Needy Families (TANF)
http://www.whitehouse.gov/omb/assets/omb/fedreg/2005/083105_a87.pdf

SAMPLE ONLY – NOT FOR PROGRAM USE

Community-Based Services Survey

The information you provide will be shared and used to improve services in your community and across Virginia. Feel free to skip any question you are not comfortable answering.

1) As of today, how long have you been receiving services? (please check one)

- ☐ Less than a week ☐ More than 1 month but less than 3 months
☐ 1 week to 1 month ☐ 3 months or more

2) If a friend of mine was thinking of coming here for help, I would: (please check one)

- ☐ Strongly recommend coming here ☐ Recommend NOT coming here
☐ Recommend coming here ☐ Strongly recommend NOT coming here

3) People come to our program for many different reasons. Please tell us more about whether or not you got the help you wanted from the program (Please check one in each section below).

1. Help meeting basic financial needs <input type="checkbox"/> I got some or all of the help I wanted <input type="checkbox"/> I wanted this help, but did not get it <input type="checkbox"/> I did not want or need this help	2. Help with immigration concerns <input type="checkbox"/> I got some or all of the help I wanted <input type="checkbox"/> I wanted this help, but did not get it <input type="checkbox"/> I did not want or need this help
3. Help finding safe and affordable housing <input type="checkbox"/> I got some or all of the help I wanted <input type="checkbox"/> I wanted this help, but did not get it <input type="checkbox"/> I did not want or need this help	4. Help addressing my emotional needs <input type="checkbox"/> I got some or all of the help I wanted <input type="checkbox"/> I wanted this help, but did not get it <input type="checkbox"/> I did not want or need this help
5. Help with the legal system/legal issues <input type="checkbox"/> I got some or all of the help I wanted <input type="checkbox"/> I wanted this help, but did not get it <input type="checkbox"/> I did not want or need this help	6. Help with the impact of the violence on my relationships with family and friends <input type="checkbox"/> I got some or all of the help I wanted <input type="checkbox"/> I wanted this help, but did not get it <input type="checkbox"/> I did not want or need this help
7. Help with transportation <input type="checkbox"/> I got some or all of the help I wanted <input type="checkbox"/> I wanted this help, but did not get it <input type="checkbox"/> I did not want or need this help	8. Help accessing health care services <input type="checkbox"/> I got some or all of the help I wanted <input type="checkbox"/> I wanted this help, but did not get it <input type="checkbox"/> I did not want or need this help

4) Because of the services received from this program so far:

- | | |
|----------------------------------------------------------------------------------------------|----------------------------------------------------------|
| a. I know more ways to plan for my safety | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| b. I know more about community resources | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| c. I know more about sexual and/or domestic violence and its impact | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| d. I am more hopeful about my life | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| e. I know how to take my next steps | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| f. I feel that my children know that it's okay to talk about their experiences with violence | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| g. I feel that my children are having more positive interactions with others | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| h. Staff made me feel that I could accept or not accept the services offered to me | <input type="checkbox"/> Yes <input type="checkbox"/> No |

Turnover

5) We try our best to make sure people feel welcomed and respected. Please tell us how we did.

1. Staff made me feel welcome <input type="checkbox"/> Strongly Agree <input type="checkbox"/> Agree <input type="checkbox"/> Disagree <input type="checkbox"/> Strongly Disagree If you did not feel welcomed, please tell us about your concerns.	2. Staff treated me with respect <input type="checkbox"/> Strongly Agree <input type="checkbox"/> Agree <input type="checkbox"/> Disagree <input type="checkbox"/> Strongly Disagree If you did not feel respected, please tell us about your concerns.	3. Staff respected my background and beliefs <input type="checkbox"/> Strongly Agree <input type="checkbox"/> Agree <input type="checkbox"/> Disagree <input type="checkbox"/> Strongly Disagree If you did not feel your background and beliefs were respected, please tell us about your concerns.
-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

6) What do you think you would have done if these services did not exist?

7) Please describe any difficulties or concerns you have had with our services.

8) Please describe any positive experiences you have had with our services.

We ask the next few questions to see if different people have different experiences here. This can improve our services. Please skip any question that you worry may identify you.

1) I am a survivor of (check one): ☐ Domestic Violence ☐ Sexual Violence ☐ Both Sexual and Domestic Violence

2) I consider myself to be (check all that apply):

- ☐ African American/Black ☐ Caucasian/White ☐ Hispanic/Latino(a)
☐ Asian/Pacific Islander ☐ Native American/Native Alaskan ☐ Other

3) My age is (check one): ☐ under 29 ☐ 30-39 ☐ 40-49 ☐ 50-59 ☐ 60 and over

4) My gender is (check one): ☐ Female ☐ Male ☐ Transgender

5) My sexual orientation is: (check one): ☐ Heterosexual/Straight ☐ Gay/Lesbian/ Bisexual/Queer ☐ Other

6) I am a person with a disability (check one): ☐ Yes ☐ No

7) I have minor children: ☐ Yes ☐ No

January 2014

SAMPLE ONLY – NOT FOR PROGRAM USE

Shelter Resident Survey

The information you provide will be shared and used to improve services in your community and across Virginia. Feel free to skip any question you are not comfortable answering.

1) As of today, how long have you been at the Shelter? (Please check one)

- ☐ Less than a week ☐ More than 1 month but less than 3 months
☐ 1 week to 1 month ☐ 3 months or more

2) If a friend of mine was thinking of coming here for help, I would: (please check one)

- ☐ Strongly recommend coming here ☐ Recommend NOT coming here
☐ Recommend coming here ☐ Strongly recommend NOT coming here

3) People come to our shelter for many different reasons. Please tell us more about whether or not you got the help you wanted while in Shelter (Please check one in each section below).

1. Help meeting basic financial needs <input type="checkbox"/> I got some or all of the help I wanted <input type="checkbox"/> I wanted this help, but did not get it <input type="checkbox"/> I did not want or need this help	2. Help with immigration concerns <input type="checkbox"/> I got some or all of the help I wanted <input type="checkbox"/> I wanted this help, but did not get it <input type="checkbox"/> I did not want or need this help
3. Help finding safe and affordable housing <input type="checkbox"/> I got some or all of the help I wanted <input type="checkbox"/> I wanted this help, but did not get it <input type="checkbox"/> I did not want or need this help	4. Help addressing my emotional needs <input type="checkbox"/> I got some or all of the help I wanted <input type="checkbox"/> I wanted this help, but did not get it <input type="checkbox"/> I did not want or need this help
5. Help with the legal system/legal issues <input type="checkbox"/> I got some or all of the help I wanted <input type="checkbox"/> I wanted this help, but did not get it <input type="checkbox"/> I did not want or need this help	6. Help with the impact of the violence on my relationships with family and friends <input type="checkbox"/> I got some or all of the help I wanted <input type="checkbox"/> I wanted this help, but did not get it <input type="checkbox"/> I did not want or need this help
7. Help with transportation <input type="checkbox"/> I got some or all of the help I wanted <input type="checkbox"/> I wanted this help, but did not get it <input type="checkbox"/> I did not want or need this help	8. Help accessing health care services <input type="checkbox"/> I got some or all of the help I wanted <input type="checkbox"/> I wanted this help, but did not get it <input type="checkbox"/> I did not want or need this help

4) Because of the services I have received from this program so far:

- | | |
|----------------------------------------------------------------------------------------------|----------------------------------------------------------|
| a. I know more ways to plan for my safety | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| b. I know more about community resources | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| c. I know more about sexual and/or domestic violence and its impact | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| d. I am more hopeful about my life | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| e. I know how to take my next steps | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| f. I feel that my children know that it's okay to talk about their experiences with violence | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| g. I feel that my children are having more positive interactions with others | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| h. Staff made me feel that I could accept or not accept the services offered to me | <input type="checkbox"/> Yes <input type="checkbox"/> No |

5) We try our best to make sure people feel welcomed and respected. Please tell us how we did.

1. Staff made me feel welcome <input type="checkbox"/> Strongly Agree <input type="checkbox"/> Agree <input type="checkbox"/> Disagree <input type="checkbox"/> Strongly Disagree If you did not feel welcomed, please tell us about your concerns.	2. Staff treated me with respect <input type="checkbox"/> Strongly Agree <input type="checkbox"/> Agree <input type="checkbox"/> Disagree <input type="checkbox"/> Strongly Disagree If you did not feel respected, please tell us about your concerns.	3. Staff respected my background and beliefs <input type="checkbox"/> Strongly Agree <input type="checkbox"/> Agree <input type="checkbox"/> Disagree <input type="checkbox"/> Strongly Disagree If you did not feel your background and beliefs were respected, please tell us about your concerns.
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6) What do you think you would have done if the Shelter did not exist?

7) Please describe any difficulties or concerns you had while living at the Shelter.

8) Please describe any positive experiences you had while at the Shelter.

We ask the next few questions to see if different people have different experiences here. This can improve our services. Please skip any question that you worry may identify you.

1) I am a survivor of (check one): ☐ Domestic Violence ☐ Sexual Violence ☐ Both Sexual and Domestic Violence

2) I consider myself to be (check all that apply):

- ☐ African American/Black ☐ Caucasian/White ☐ Hispanic/Latino(a)
☐ Asian/Pacific Islander ☐ Native American/Native Alaskan ☐ Other

3) My age is (check one): ☐ under 29 ☐ 30-39 ☐ 40-49 ☐ 50-59 ☐ 60 and over

4) My gender is (check one): ☐ Female ☐ Male ☐ Transgender

5) My sexual orientation is: (check one): ☐ Heterosexual/Straight ☐ Gay/Lesbian/ Bisexual/Queer ☐ Other

6) I am a person with a disability (check one): ☐ Yes ☐ No

7 I have minor children: ☐ Yes ☐ No

Turnover

January 2014

APPENDIX IV

Optional Pre-Application Conference

**Virginia Department of Social Services
Central Regional Office
[1604 Santa Rosa Road](#)
Henrico, Virginia 23229-5008**

**Domestic Violence Prevention and Services Grant
Wednesday, March 25th, 2016
1:00 – 3:00 p.m., Henrico Room**

For those unable to attend the conference, a phone conference will also be offered. The call in information is:

**Telephone Number: 1-866-842-5779
Conference Code: 4136569898**

**Registration for attendance is not required, but appreciated, by
3/21/2016**

Name:

Program:

Total # Attending:

Others Attending:

Please print and have with you: the RFP, all attachments and all appendices.

Copies will not be provided for attendees at the conference.

Email Registration to:

deborah.tomlinson@dss.virginia.gov